REPORT

By

S. SINGARAJAN, M.A., M.Litt.

Director of Tamil Nadu Archives

On his work while under Training in the National Archives of India and other State Archives, Calcutta, Bombay and Hyderabad.

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GOVERNMENT OF TAMIL NADU

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PREFACE

Tamil Nadu has always been praised as one of the best administered States in India. The archival collections in Tamil Nadu Archives naturally reflect the outstanding achievements of this State in the field of administration. Tamil Nadu Archives may be the quintessence of the caption attributed to the great city of Madras which is known popularly as the 'Intellectual capital of India'.

The inexhaustible sources of information available in the Tamil Nadu Archives need a renewed study by the administrators and historians. The source materials for understanding the social evolution in Tamil Nadu in the 20th century, the economic progress thought of from the days of Dyarchy and the political manifestations of progressive forces for a 'Renaissance' in every field are fascinating subjects which need proper exposition. Archives, can undoubtedly help in the national re-construction and actively assist the administrators.

I commend this report on archival principles and practices prevalent in the contemporary world to administrators and historians.

M. KARUNANIDHI,
Chief Minister,
Government of Tamil Nadu.

Dated : 4-10-71.

Report on My Training in the National Archives of India and My Observations on the Working of the The State Archives in Calcutta, Bombay, Hyderabad and Madras.

		Pages
Chapter I :	Introduction selection - appointment and arrival in Delhi, Calcutta, Bombay, Hyderabad and Madras.	1-7
Chapter II :	THEORY The principles of Archival Science.	8-29
Chapter III :	Training in the National Archives of India	30-82
	I. A brief description of the National Archives of India.	
	II. The organisation of the National Archives of India.	
	A. Records.	
	B. Preservation,	
	C. Publication.	
	D. Administration.	
	E. Commission Branch.	
	F. National register of records.	
	G. Library.	
Chapter IV :	The working of the Archives, (1) Calcutta, (2) Bombay, (3) Hyderabad.	83-95
Chapter V :	(a) The Madras State Archives.	96-124
	(b) Recommendations for its improvement.	
	(c) The Archivist and the Administrators.	
Bibliography :	.. ...	125-132
Appendix :	--- ...	133-180

CHAPTER I

Introduction.

SELECTION AND TRAINING.

I hereby submit to the Government of Madras my report on my study and training in the National Archives of India and my observation on the working of the State Archives in Calcutta, Bombay and Hyderabad. This report also includes my study and observation on the working of the Madras State Archives during the period of my training.

I was selected by the Madras Public Service Commission[1] on 1–8–1967 for appointment as Curator, Madras Record Office. The designation and nomenclature of both the post and the office have since been changed on the order[2] of the Government of Madras as "DIRECTOR OF ARCHIVES" and "MADRAS STATE ARCHIVES" respectively. The Government of Madras had prescribed, as announced by the Madras Public Service Commission, that I should undergo during the period of my probation, training for a period not exceeding three months in the technique of preservation of records, but dispensed with the question of my deputation to England, and instead ordered[3] that I should undergo training in Archival matters for three months in India, for two months in the National Archives of India, New Delhi, and for one week each in the Record offices in Calcutta, Bombay and Hyderabad, to observe the working of the Archives in those places. I joined duty on

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1. Memorandum No. 5964-B2/66-15 dated 1-8-67 of the Madras Public Service Commission.
2. G. O. Ms No. 400, Public (General-M), dated 24-2-1968.
3. G. O. Ms. No. 2725, Public (General-M), dated 23-12-1967.

5-1-1968 and I was directed to proceed to New Delhi on 10-1-1968. I reached New Delhi on 12-1-1968 and met the Director of National Archives on the same date. After detailed discussion with the Director, Deputy Director and the Assistant Directors, a programme for my training was drawn up.

According to the details of the programme[1] I was to be given intensive training in all the Divisions and Branches of the National Archives, in Administration, Records, Preservation and Publication. Arrangements were also made in the interim repositories of the various Ministries for my study of their condition and the measures taken by the National Archives in regard to their share of the work in creation, weeding and ultimate restoration of records and the steps taken for their permanent retention in the National Archives.

I devoted my leisure hours usefully in visiting the Preservation Division of the National Museum in New Delhi for observing the latest methods adopted by them in reconditioning the old and ancient manuscripts, and also the Indian National Documentation Centre, New Delhi to understand the working of the various types of Micro-film Units, their more advanced Units like the Micro-fiche and the Xerox. With a view to acquaint myself with the working of libraries in general and specialised libraries in particular, I visited the Indian Institute of International Studies, Sapru House, New Delhi. This institution has in its organisation developed one of the leading libraries in India, with a vast collection of books and journals from all over the world. I had occasion, while in New Delhi to see the work on the compilation of the Gazetteers of India at the Ministry of Education, Shastri Bhavan. I have also visited the Nehru Memorial Library where the back-numbers of important newspapers are also collected for preservation.

After my training for two months in the various branches in the National Archives, New Delhi covering a vast field of Archival Science, both in theory and prac–

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1. Vide-Appendix-Page No. 1.

tice, I left for Calcutta on 14th March 1968 by Air and reached Calcutta on the same date. I visited the State Archives, West Bengal and the Record Office (for Current Records), Secretariat Buildings, Dalhousie Square, Calcutta. According to a tentative programme drawn up in consultation with the Assistant Director of Archives, I had to devote my time in the Records, Preservation, Administration and Publication Divisions of the State Archives. I was briefed by the Record Keeper of the Current Records about various problems like weeding, reference and rese arch, acquisition of records from different departments supply of information as well as records for the day to day administration of the Government and providing data to the public on payment of a search fee.

While in Calcutta, I was given an opportunity to have a glimpse of the manuscripts in the West Bengal Museum and their preservation. I availed of the occasion to visit the Asiatic Society of Bengal with its vast collection of 47,000 manuscripts and the innumerable publication brought out by the Society. Further I observed the working of the National Library, Calcutta, where I was accommodated in the Readers Hall during my stay in the City. Very near the Calcutta Archives, within the premises of the Calcutta University, is situated the University Library, a new seven storied building with nearly half a million books and modern shelving arrangements. The rolling shelves in the National Library, Calcutta and the Modern movable shelves in the University Library, coupled with facilities for reading, are both impressive and appear to be examples to be emulated in any reorganisation of the Archival Library in the Madras State Archives. One more institution that attracts an Archivist is the Department of Museology of the above University with an impressive collection of coins, seals, ornaments, manuscripts, and the like. If the science of arrangement of archaeological and numismatic collections can have a department, an Archives should have at least a small department for the study of archival science. Also, to a historian, it is only a reminder to the close link between Archives and Archaeology and except for the period with which they are concerned, they

form part of the greater field, the study of history. To build a small Museum[1] around an archives, to connect the past will not be out of place. This would enlarge the horizon of knowledge and remind scholars of the forgotten past which can never to be forgotten.

I left Calcutta for Bombay on 23rd March 1968 and visited the State Archives, Maharashtra, housed in Elphinstone College Buildings, Bombay. I also observed the working of the record office for current records. I had a detailed discussion with the Director of Archives who is also the Director of Archaeology, and the Assistant Director of Archives about the importance of Modi Records and the problems in regard to their preservation and publication. On the advice of the former, I also visited the Museum and the Asiatic Society in Bombay. As per the programme chalked out for me, I was asked to visit the Land Alienation Office, Poona, where the records, most of them in Modi, of the defunct zamindars and inamdars, are preserved. As advised by the Director of Archives, Maharashtra, I met the Director of Land Settlement and paid a visit to the record room where the Survey and Settlement records are preserved. What impresses an observer is the number of tin tubes in which the different types of survey maps are so well preserved.

I reached Hyderabad on 30th March 1968 and met the Director of Archives, Andhra Pradesh, and as instructed by him I visited the office of the Assistant Director, Interim Repository, where the current records of the Government of Andhra Pradesh and the Urdu records of the former Hyderabad State, most of them pertaining to Telengana Districts, are housed. There, efforts are being taken to list this vast collection of records. Later on, I visited the State Archives, Andhra Pradesh and observed its working, which though recently organised, has redeeming features of the National Archives of India. As in the case of the latter, the departments in the former have been specialised. Thus the interim repository is under the control of an Assistant Director, the Administrative Division

1. Vide infra - p.

of the Archives is placed under another Assitant Director ; an Assistant Director is in charge of Research and yet another Assistant Director is entrusted with Planning, Committees and development. Another redeeming aspect of the State Archives, Andhra Pradesh is that the development programmes of the Archives are included in the State Five Year Plans and what has been spent on Archives is only an infinitesimal part of the Budget but the progress made in the Archives is significant and conspicuous. This method of allocation of funds to the Madras State Archives would alleviate the many ills which has prevented its progress in the past.

One striking feature of the status of the Directors in all the State Archives, which I have visited, is the scale of pay of the Directors. Whereas in New Delhi, the Director of Archives is paid Rs. 1300—1800, in Culcutta, the Director of Archives is placed on a scale of pay of Rs. 1400—1800 ; in Bombay it is Rs. 1000—1500 and in Hyderabad the scale of pay is that of the Indian Administrative Cadre as the present Director belongs to the Indian Administrative Service. In Madras, the Director of Archives may be paid atleast the same scale of pay of the Director of Archives, Bombay as mentioned above, which coincides with the scale of pay of the University Professors and which is highly desirable, as the work involves supervision of work of the Research Scholars, who are predominantly regular Researchers of recognised universities from all over the world.

I returned to Madras on 6th April 1968 after my training, study and observation. However, the Government of Madras[1] again placed me under study and training for a further period of two months in the State Archives, Madras. I utilised this period, to study the Administrative structure and functions of the State Archives and the Director respectively, along with a study of the records, their preservation and publication. On oral instruction from the Chief Secretary to the Government of Madras, I have visited the Connemara Public Library, Egmore, where a new

1. Memorandum No. 1812/68-2, Public (General-M), dated 6-4-1968

three storied building is inaugurated, the Oriental Manuscripts Library, Chepauk, the University Library, Chepauk, the Library of the Theosophical Society at Adyar and Dr. Swaminatha Iyer Library at Kalashethra, Adyar. What has impressed me at the two libraries last mentioned is the great care taken in the technique of preservation. The periodical fumigation of the manuscripts has arrested the progress of deterioration of manuscripts. It is self evident that wherever manuscripts or records, without distinction of the material employed for writing are well fumigated, repair or mending becomes secondary. Whereas fumigation is fundamental for preservation mending is not inevitable, except in cases where the records have become too brittle out of neglect. It is also true that in any process of repair or mending fumigation should precede mending, for the elemination of the more dangerous agencies of deterioration namely the book worms, book lice, insects and fungus alone would assure longer life to the records than heat, light and dampness. The invariable repair of documents with chiffon in the Madras State Archives before proper fumigation and leaving these volumes to their fate without periodical fumigation is a violation of the preservation technique. Similarly deacidification is a pre-requisite for chiffon mending, for the acidity present on the paper may corrode the chiffon itself, which too becomes brittle. Thus both the container and contained poses a problem to the Archivist and the historian as well. Also, the new buildings and the ideal condition for research work at both the centres mentioned above are commendable. A visit to the Raja Serfoji Saraswathi Mahal Library, Tanjore is proposed and I intend going there soon. To sum up, this report is the result of an intensive study and observation of the working of all important Archives, Museums, Manuscript as well as public libraries throughout India. The next chapter deals with my Theoretical study of Archives based on the literature available at the Archival Library attached to the National Archives of India.

I wish to conclude my introductory remarks of my report with my grateful thanks to the Chief Secretary and to the Government of Madras for all the facilities provided

to me at the Madras House during the period of my training in New Delhi and for the permission granted to me to travel by Air to all the State Capitals which I visited. My thanks are also due to the Director of the National Archives of India, the Assistant Director in charge of the State Archives, West Bengal, to the Director, State Archives, Maharashtra and the Director of Archives, Andhra Pradesh, Hyderabad. It was a proud privilege to succeed Sri P. K. Nambiar, I.A.S., the present Secretary to the Department of Revenue, Government of Madras, who handed over charge to me on 6-6-1968. I am thankful to him for the encouragement and guidance extended to me during the days when I had the privilege to work with him in the Madras State Archives.

S. SINGARAJAN.

CHAPTER—II

Theory.

THE PRINCIPLES OF ARCHIVAL SCIENCE.

I.

WHAT ARE ARCHIVES.

An Archives is the Permanent Repository for an archival accumulation. It preserves the organic accumulation of any private or public organisation. The word "Archives" has been defined[1] as "a place in which public records or other important historic documents are kept" or "Preserved"[2] However, here the word Archives has a double meaning. It refers both to the institution and the materials it deals with. Hence Mr. T. R. Schellenberg,[3] to identify the office, has used the term "Archival Institution."

DEFINITION OF ARCHIVES.

The German Archivist refined[4] archives as "the whole of the papers and documents growing out of legal of business activities of a physical or a legal body which are intended for permanent preservation at a particular place as the source and evidence of the past".*

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1. Modern Archives by T. R. Schellenberg, Melbourne, 1956, page 11. para 3.
2. Ibid.
3. Ibid.
4. Ibid Page 12.

* Jenkinson defined Archives as corresponding to the ancient public records with which he was primarily concerned and evolved principles for their treatment that apply particularly to such records. The definition is not quite up to date in so far as he refers only to ancient records and not to Modern records. Modern Archival institutions deal with current records also. They are the custodian of records of the past as well as the present Another defect in Jenkinson's definition is that, it does not make a clear cut distinction between the records and manuscripts in the Museum which are of course old but are not on many occasions archival. Vide Modern Archives, page 15.

According to Schellenberg, all books, papers, photographs or other documentary materials regardless of physical forms or characteristics made or received by any public or private institution in pursuance of its legal obligations or in connection with the translation of its proper business and preserved, or appropriate for preservation, by that institution or its legitimate successor as evidence of its functions, policies, decisions, procedures, operations, or other activities, or because of the informational value of the data contained therein. According to him the term archival institution can be applied to such organisations as Churches, business houses, associations and unions and even private families and it is in this context that records are classified as Archival or non-archival, whether they belong to any particular archival group or not. To give a wider scope to the term Archives, Schellenberg has defined [1] "Those records of any public or private institution which are adjudged worthy of permanent preservation for reference and research purposes and which have been deposited or have been selected for deposit in an archival institution".

The three authors[2] Muller, Feith and Fruin have defined archives almost with the same words. According to them "an archival collection is the whole of the written documents, drawings and printed matter officially received or produced by an administrative body or one of its officials, in so far as these documents were intended to remain in the custody of that body or of that official."

It is interesting to note that a controversy has been raised as to whether the term " State Archives " [3] is relevant. According to the three authors the term State Archives is in reality incorrect ; there exists only the archives of the various Ministries. The State itself has no archives. But there exists also the archives of the two houses of Legislatures. However, they agree that in regard to ownership

1. Modern Archives by T. R. Schellenberg, Melbourne, page 16.
2. Manual for the Arrangement and Description of Archives S. Muller, J. A, Feith and R, Fruin, New York, 1940, Page 13.
3. Ibid Page 17.

of Archives, the term State Archives is correct since the whole body of the archives of the Ministries and the Chambers belong to the State.

2
HISTORY OF ARCHIVES

Archival institutions probably had their origin[1] in the ancient Greek civilisation. In the 5th and 4th centuries B. C., the Athenians kept their valuable documents in the Temple of the mother Goddess. The treaties, the laws, minutes of the popular assembly were housed there. Among the documents were the statement which Socrates wrote in his own defence, the manuscripts of model plays by Asschylus, Sophocles and Euripides and the lists of the Victors in the Olympic games. The developments in the Middle Ages helped the development of Archives in Germany, Italy, Spain, France, England and U. S. A.

However, it was the French Revolution[2] that witnessed the need for the growth of an archival institution, when feudal institutions were destroyed, property rights and privileges were swept away. However as the French Revolution brought in its wake spectacular changes, in 1789, the National Assembly of France established an archival institution where its Acts were to be housed and exhibited permanently. One can see the Declaration of the Rights of Man, the Abolition of Feudal Privileges and other declarations still preserved there. A year later, by the decree of September, 12, 1790 this archival institution was made the Archives Nationales of Paris. This saw the birth of the first National Archives established by any country in the World. In it were to be kept the records of 'New France' - "records that signified its gains and displayed its glories."

In a controversy[3] that arose whether the pre-revolutionary records of France were to be preserved, the Assembly finally decided its retention only to find out the rights of

1. Modern Archives by T. R. Schellenberg, Chapter II, Page 11.
2. Ibid — page 4.
3. Ibid.

the people against the feudal rights. By a decree of June, 25, 1794 a nation wide public archives administration was established by which the National Archives of France was given jurisdiction over the records of the various central government agencies in Paris, of the Provinces, Communes, Churches, Hospitals, Universities, Noble Families and district archival deposits of the defunct governmental agencies. The decree also proclaimed the rights of access to public records, thus becoming a sort of "Archival Bill of Rights". By 1796, the National Archives of France [1] established its rights over the new archival institutions established in the main cities also. The records of the old society were preserved for historic and cultural uses and the records of the new were preserved to protect public rights. But this recognition of the importance of records to society was one of the foremost gains of the French Revolution. As a result of the Revolution

1. an independent national archival administration was established;

2. the principle of public access to archives was proclaimed;

3, the responsibility of the State for the care of the valuable documents of the past was recognised.

About fifty years later in 1838, a Central Archival institution [2] was established in England. This was the Public Record Office. The reasons for the establishment of this office were different from those that impelled the French Revolutionaries to establish the Archives Nationales. Here, the establishment of the basic rights and privileges of the English people as embodied in the Registers was the primary reason for the establishment of a Public Record Office. Historical and Cultural reasons were sufficient to impel the Government to create a Central Archival Institution. This paved the way to bestow proper care of the records and to arrange or catalogue or index them in order unlike as they had "for many years been bound toge-

1. Modern Archives by T. R. Schellenberg, Melbourne, page 4
2. Ibid — page 5

ther in a confused chaos, under corroding, putrefying cobwebs, dust, and filth in the darkest corner of Ceasars Chapel in the white Tower". [1] The Public Record Office of England is the result of the recommendations of the Select Committee, to which was referred the question of centralisation of records as the records were widely scattered in many Repositories in London and kept in a State of pell mell. The committee found that the records were damped, torn, infested and badly arranged. To remedy this evil the Public Record Act [2] of 1838 was passed. But even in the 19th century, as the House of Commons reported, "the Act comprehended only a small fraction of the Historical documents in the country". However, the Public Record Office of England was created as a separate Department and it was not a subordinate Department as in France to a Ministry.

The United States Government[3] established a National Archives only in the second quarter of the 20th century. This was done by the Act of January, 19, 1934. In the 19th century the Congress of the United States of America and President Hyes took the preliminary steps to salvage the Historical Records of the country and to establish Archival Institutions. However, it was the American Historical Commission, organised in 1884 which insisted upon the creation of a National Archives. The Public Archival Commission of 1899, published various Inventories of State Archives, sponsored the Publication of Guides on federal Archives and Archives in Europe relating to American History. A Central Archival Institution came into being only in 1934.

WHY ARCHIVAL INSTITUTIONS ARE NEEDED.[4]

The most compelling reasons for the establishment of an Archival Institution are as follows :—

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1. Modern Archives by T. R. Schellenberg, Melbourne, page 6
2. Ibid — page 6.
3. Ibid — page 7.
4. Ibid — page 8.

(1) to improve the Governmental machinery

There is a vast accumulation of Government records every year. These records may be often required for reference and for administrative purposes. But they are to be well arranged, listed and indexed and housed in special types of buildings meant for their preservation.

(2) CULTURAL REASONS. [1]

As the records created by the Government are rare and valuable than the records with the private agencies, the care of Public Records is a public obligation and a necessity. They have become almost public property kept primarily for public purposes. "Historians saw that such records in their entirety reflect not only the growth and function of Governments but also the development of a nation."

(3) PERSONAL INTEREST.

The third reason is one that relates to personal interest. The archival records enumerate the rights and privileges secured by, or granted to, a community as in the case of France. In fact the Public Records define the relation of the Government to the governed. They are the ultimate proof and testimony of all the permanent civil rights and previleges and the immediate proof of the temporary property and financial rights that are derived from, or, connected with the citizens relation of the past years to the Government of the day.

(4) OFFICIAL REASONS.

The official reasons for the maintenance and preservation of these records are that they reflect the origin and growth of the Government and are the main source of the information on all past activities. "In short, they are the foundation upon which the Governmental structure is built and rests". In Socialist countries every bit of paper belongs

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1, Modern Archives byT. R Schellenberg, Melbourne, page 8.

to the State with the exception of a few personal papers. They are the property of all the people. [1] In Eastern Europe and Russia, therefore, the quantity of records in the sphere of influence of the Governmental Record Institutions are considerably larger than in the countries, where there is the institution of private property. "Without the written permission of the central supervising authority, no Association or Enterprise is allowed to destroy the records that has emerged as a consequence of their activities. Thus public records and their preservation in these countries are proportionately larger and cover a wider sphere than Britain or U.S.A." [2]

3

ELEMENTS OF THE DEFINITION. [3]

An analysis of the definition of Archives would indicate the following elements. To have archival quality. [4]

(i) the materials produced and accumulated should be officially produced and deposited. Jenkinson stressed their production "in the course of Administrative or Executive transaction". They are the growth of the legal or business activities. Thus they are the residium of business transaction of an organised society, created for definite administrative, legal, business and social activities. Thus they are of potential archival qualities.

(ii) Again, according to Jenkinson, Archival Records [5] are preserved by a creator for their information or reference. However, the older records serve the cause of the Historian and the culture of the country.

(iii) The third predominant element in regard to Archives is that the document become archival only if there is an unbroken custody.

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1. Archivum Vol. 101960 - Report by Genady Belov. Pages 72-79.
2. Archivum Vol. 101960 - Report by Genady, Belov. page 73.
3. Ibid — page 73.
4. Modern Archives by T. R. Schellenberg, Melbourne, page 13-
5. Ibid - page 13.

4.

ARCHIVES, RECORDS AND DOCUMENTS, WHAT THEY ARE.

Herbert Fowler [1] defined the term Archives, Records and Documents in the following manner. "Archives is the body corporate along with the documents of which it is the custodian. A document is a writing, printing, inscription or drawing which furnishes evidence of information".

A record is a document prepared or used by an official in the course of an official transaction and preserved continuously in official custody. Documents and other objects which he has appended to a record become thereby part of the record.

5–A

QUALITIES OF AN ARCHIVAL COLLECTION.

(1) An Archival collection is the result of the activities of an administrative body or of an official. It always reflects the function of that body or of that official. "An Archival collection therefore is not arbitrarily created in the way that historical manuscripts are accumulated though such an accumulation like the Military History collection, is sometimes called an Archival collection. On the contrary an archival collection is an organic whole, living organisation, which grows, takes shape, and undergoes changes in accordance with certain fixed rules. If the functions of the body changes, the nature of the archival collection, changes likewise". [2]

(2) When an archival collection is complete, it should not be distributed * among two or more Archival Repositories.

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1. The care of county Muniments by Herbert Fowler, G· Westminster 1928, page 9.

2. Manual for the Arrangement and Description of Archives, S. Muller and others, New Year 1940, page 19.

* Any such distribution would mean breaking of the organic collection. It will destory the efficiency and even the purpose of an archival institution.

(3) The various Archival collections placed in a Repository must be kept carefully separate.[1]

5-B.

ARRANGEMENT OF RECORDS.

The arrangement of Archives[2] according to the order of creation is fundamental in archival practice. They are arranged as

(1) Archival groups and sub-groups;

(2) Major Units (Records of major departments);

(3) General Archival groups including all departments;

(4) Collective Archival Groups (fonds)

Records from similar types of institution with common characteristics.

(5) Archival sub-groups;

In an archives each group is related and inter-related to one another.

After assigning the proper place for major record units, the archivist should take care to prepare an integral filing system and to prepare Inventories and Guides.

6.

THE DIFFERENT TYPES OF REFERENCE MEDIA

(i) THE FILE LIST

It is a list indicative of the physical existence of files in a particular collection. This is almost an 'Invoice' to the Archivist of the date, the number and the year of the

1. Manual for the Arrangement and Description of Archives, S. Muller and others, New York, 1940, page 33.
2. The management of Archives, T. R. Schellenberg, Columbia, 1965.

file. It is rarely indicative of the subject that the file may contain. This is not a helpful reference media either to the Archivist or researcher. They only help that a file list renders is to locate the file. In rare cases, abstract of subject is given. A file list can be prepared for any group of documents either in the Districts or in the Archives.

(ii) TRANSFER LIST

A transfer list is a list of files with accompany the records at the time of transfer from the departments of origin to the Archives for custody. On the basis of the Transfer List, the files are checked and as a result of such a verification we get a check list. In any case a transfer list and check list always agree.

(iii) THE INDEX.

The departments of origin prepare along with the File List, an index indicating the subject. An index differs from a File List in two ways. In the index the subject is arranged alphabetically in accordance with the catch-word. Here, the principle of arrangement is only nominal, but separate for each department indicating matters of administrative importance. More over, it states in minimum words the subject. It gives a complete reference to the date and number. Manuscript indexes are also available in the National Archives prepared by the creator. Indexes are mostly annual. But there are quinquennial, decennial and in the Legislative department (National Archives), indexes pertaining to 20 years period are also available.

The nature and purpose of indexes depend on their creation. The indexes that are prepared by the 'Creator' has purely an administrative value. However, an inventory prepared for the Archives, no doubt, has administrative importance, but it is intended as a better media of reference for the research scholars and the public. The description of the subject predominates such indexes. In general, in an index, the district, the branch, the date, the year and the number of the file is indicated.

(iv) DESCRIPTIVE LIST

A Descriptive List is a printed publication of the Archives describing chronologically the exact contents of each document. Wherever there are more document than one in the same file, the description of each document is necessary. The list will cotain the date of each document. Whether a particular document is a copy or original, its size (number of pages), date of the consultation, the year and number are clearly enumerated. Even the condition of the document is indicated.

The Descriptive List lays emphasis on the subject of the document which is brought out in the form of a summary. It is brief, but not very brief to miss any essential particulars. Every peculiarity of the document is indicated by a foot note.

Thus a descriptive list avoids, the contingency of being too brief like the index or avoid the next extreme of calendaring. Much more important, it avoids the reproduction of a document as in the case of an in extenso publication. In no case it is the publication of extracts from a document, and there is no selection. A Descriptive List is the summum bonum or the essence of each document. As it explains every bit of detail it is always descriptive than a descriptive catalogue itself.

(v) SPECIAL INDEX

Special indexes with emphasis on place name, personal names and the subject of each document is prepared in the National Archives. It differs from the indexes prepared by the originator, in so far as, the important persons, the places and the incidents discribed in the documents are sorted out and brought out purposely for reference. Thus it makes a specialised study of every document to bring out details. In the original index of the creator the file is indexed, while in the special index the

entire contents and specialities of the document are indexed. Thus, a special index, though, laborious in regard to its preparation, is comprehensive and valuable to refer to the gist of any document.

(vi) DESCRIPTIVE CATALOGUES

They are almost similar to Descriptive List but with an emphasis on dates and proper names. These catalogues are more especially meant for maps, charts, and plans. The National Archives have a Descriptive Catalogue of the Political, Geographical, Climatological, the Meteorological, thc Geological and the Revenue Survey Maps. These maps are open for research. But the Cantonment plans are not thrown upon for research.

(vii) CATALOGUE

A Catalogue bears a bare title of a book (while a document has no title except a subject) with the date and the name of the authors. A catalogue is not a description of the contents of a document but it is a simple statement of the subject of a document with all other particulars of a descriptive list.

(viii) THE GENERAL GUIDE.

A Guide is a description of a collection or a group of documents. The purpose of a guide is to indicate to any user of records the general contents of a group of documents. The specified arrangement and the nature of the subject that they deal with are generally dealt with in a guide. Wherever, there is no reference media, it becomes the duty of an Archivist to indicate to the researchers about the value of his collection. This may be the first step in the preparation of Reference Media.

It enlightens the department and the Researchers about the working of the Government Departments, and the broad subjects that they cover. But such preparations are absolutely essential to assess the value of the holdings of Archivist.

(ix) HANDBOOK

A Handbook is a detailed guide to records enunciating the departments, branches and sometimes detailed in describing a list of selected documents. A handbook is always a classic, for it shows the maturity of the mind which prepared them. A handbook is the production of an Archivist and an historian.

(x) DOCUMENT SERIES.

It is a summary of the history of a department. This aspect is conveyed by dealing with a particular department with special emphasis on the organisation of records in the Archives.

(xi) THE COMPENDIUM

It is the brief description of a subject. It is a cross reference to the records in different groups and sub-groups.

The other inventories are :—

(xii) Notes on fonds or collections.

(xiii) The list of private Papers.

(xiv) The list as per the National Register of Records.

(xv) The list of Micro-film copies of papers and transcripts obtained from abroad.

(xvi) The list obtained from the Archives throughout the world.

(xvii) The International Register (if one collected and consolidated).

(The consolidated list de International).

(xviii) Summary Inventory - (a description of each holding or collection).

(xix) Shelf List.

(xx) Class List (very important according to Jenkinson).

(xxi) Nomenclature.

(xxii) Calendars (Summary of a document)

(xxiii) The Register of the Archivist—Accession and supply.

(xxiv) Missing Register and Register of Removals.

(xxv) Repair and Production Register.

(xxvi) A Register of Publication.

(xxvii) A Register for Sound Recording.

(xxviii) A Register of In-extenso publications (abandoned)

7

VALUE OF RECORDS

Among the results of the World War I, there was an increased recognition of the importance of the history in state craft and of its value as a guide to Legislation.[1] If it be desirable to ascertain the probable conduct of a people or of a class under any particular condition, it is by the study of history that the answer would be safely sought. If earlier errors in legislation are to be avoided, or if the practical effect of an Act is to be watched in operation, the

1. G. Herbert Fowler, Care of County Muniment, West Minister, 1928, page 5.

desired information (whether of an ancient date or perhaps still hot in the making) it is to be sought, not merely in the files of the Government departments, but also in the records of Local Administration.

Records have their value as evidence in Common Law. This gives the record great value. This value comes to it because it was genuinely prepared in the course of an official transaction. Secondly it was preserved in official custody beyond the reach of persons either to falsify it or tamper with it. Records have to be preserved because of their administrative value. The administrative value of records is prospective as well as immediate. The record value is safe-guarded by the excellent arrangements by the custodian by the power conferred on him.

Consideration of the Historical value [1] of records for future legislation is a responsibility which lies in their custodians. The first principle in Archival custody is that such documents which might be needed by a historian should be retained permanently as will enable the origin, the method, the result and the cost of an administrative tranaction to be discovered in detail later on.

Documents for permanent retention are to be carefully selected. Winnowing of grain from the chaff is the criterion for selection. Records of temporary or ephemeral value are to be weeded out once for all. But according to Fowler[2] "the selection of official record for destruction should rightly be made by the Head of the Department from which they emanated". Wherever the Archivist is called upon to perform this task he should be constantly in touch with the Head of the Issuing Department so that important records are not inadvertently destroyed.

No selection for destruction from a record once deposited by an existing authority should be attempted by the Archivist unless several years have lapsed since its

1. Care of County Muniments, Herbert Fowler, page 15.
2. Ibid — page 17.

preservation, nor without the approval of the Records Committee and the written sanction of the Head of the authority concerned, the sanction being given as per "the schedule of documents to be destroyed."

8

DIFFERENCE BETWEEN ARCHIVES AND LIBRARY.[1]

There is a fundamental difference in the material that are the concern of a Library and an Archival Institution. This difference is evident from how they were created and how they came into the custody of these Institutions. Archival materials are produced and accumulated in direct connection with the functional activities of Government Agencies. Much of their significance depends on their organic relation to the creating agency. The cultural value is only incidental. But library materials on the other hand are produced primarily for cultural purposes. There is no integral relationship between the holdings of books in the library.

Similarly a distinction is made between Archival material and manuscript on the basis of the way that they came into being. "While Archives grows out of somc functional activities, historical manuscript in contrast, are usually the product of a spontaneous expression of thought or feeling." They are ordinarily created in a hap-hazard and not in a systematic manner as Archival materials are. However, sometimes Love Letters are introduced as evidence and as such they become part of the Archival material.

Archival Institutions are receiving agencies, whereas Libraries are collecting agencies. A Governmental Archival Institution should receive only the materials produced by its creator and not those produced by other Governments.

1, Modern Archives by T.R. Schellenberg, Melbourne, pages 17-20.

Archival institutions, do not collect materials. According to Sir Hilary Jenkinson[1] "Archives are not collected." He declared, "I wish the word collection could be banished from the Archivists vocabulary if only to establish that important fact." Libraries on the other hand derive their materials from all over the world. No doubt that libraries in many places often were also the custodian of Archives. But in practice it has become an established fact in India that an Archival Library (not Public Library) is almost a part and parcel of the Archives. It is of special significance as in the case of the Library of the Madras State Archives, its holdings is only a complimentary part of the Archival material. A chronological arrangement of the books especially those transferred under the Registrar of Books in all the languages, after classification would but tell vividly the history of Tamilnad and its people in all its aspects.

9

THE STATUS OF THE ARCHIVIST

According to Schellenberg[2] the Public Record Law, should clearly define the Archivists custodial responsibilities. An Archivist should have custody of records that are physically in his possession in the following respects : first, he should have the same rights and privileges with respect to the records that the creating agency had. These pertain to such matters as reproducing and authenticating copies. Secondly, he should have certain additional rights and privileges with respect to the records that are not commonly exercised by the creating agency. These pertain to their arrangement, description and publication for purposes other than those for which they were originally created for the purposes of serving the secondary users of other Government Agencies and Private individuals, These rights and privileges are needed by the Archivist if he has to discharge his duties efficiently. The Archivist is guided by Law to stipulate the condition under which he can make the record accessible to public.

1. Modern Archives by T.R. Schellenberg, Melbourne, page 19.
2. Ibid — page 125.

Public records should not be destroyed without the approval of the Archival authority.

The Archivist should stipulate the condition for access to records. He can also impose restrictions.

10

POSITION OF THE ARCHIVIST IN THE GOVERNMENT

The Archival administration from its very nature and functions it accomplishes, it is obvious, should be given a place in the Governmental hierarchy that will enable it to deal independently with all the units of the Governmental Departments.

Secondly, the Archival administration should be given a place in the governmental hierarchy that will enable it to deal effectively with all other agencies of the Government. The effective functioning of an Archivist depends on his status with the Government. If most of his problems involve policies handled at top governmental level, he should be placed high enough in the hierarchy to enable him to deal effectively with top government officials. It is a good arrangement that in Madras that the Director of Archives is an Adviser to the Heads of Departments and naturally he should have the status of a Head of a Department.

Archival problems are distinct, their methods in the Archival profession are unique, as such it is also necessary that the Archival profession cannot depend on the budgetary crumbs that are likely to fall from the table of agencies primarily concerned with other programmes. [1] Their budget should be distinct and definite budgetary provision should be made ungrudgingly.

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1. Modern Archives by T. R. Schellenberg, page 121.

11

PUBLIC LAWS

The concept of public ownership is important in establishing the right of the Government to retain and preserve, records created in the course of their official activities. It is much better that the Governor and the Ministers leave behind their private papers to be preserved in the Archives. According to Jefferson [1] most of these records "having become the Acts of Public bodies there can be no personal claim to them." If this is done the task of collecting private papers which are sometimes complimentary to Archival holdings will become much easier.

12

Archives obviously has a chequered history. The principles of Archival Science both in theory and practice have been evolved and enriched by eminent Archivists, foremost among them are Cyril Thomas Fowler, Charles Hilary Jenkinson, Solon Justus Buck, Surendranath Sen, and T. R. Schellenberg. They have elevated the study of archives and gave to the till then neglected record keepers craft the dignity of a profession. The great changes in Archive-keeping was largely possible because of the labour, devotion, enthusiasm and scholarship of these path-finders [2] and pioneers.

(i) **FOWLER** :- He undertook the great movement in England for the cause of historians, in the interpretation of history with the help of records. To assist them, he edited not less than thirteen volumes, each volume serially as is an excellent example of thorough and meticulous textual editing. He was famous for Documentary Indexing as vividly mirrored in his Analytical-Index of the Acts and

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1. Modern Archives by T. R. Schellnberg, page I23.
2. Tbe Indian Archives, January 1961 to December 1962 (Article by S. Roy, Deputy Director of Archives. National Archives.

Ordinances of the Commonwealth. He was responsible for introducing competetive examination and academic qualification for selection to Archival work. This helped the evolution of a genuine archival profession. It made it possible to forge a new link between archival workers on one hand and his colleagues in the Historical field on the other. This link matured into a collaboration between them which led to the founding of the Institute of Historical Research in London University. Fowler was the Director of the Institute from 1939 to 1944.

Fowler was also responsible for founding the British Records Association to arouse public interest in matters affecting records. He was largely responsible for salvaging from destruction voluminous historical documents. For the services rendered by him he was rewarded with the honour of Knighthood in 1946.

(ii) CHARLES HILARY JENKINSON [1] (1882—1961)

As Assistant Keeper of Records in the Public Record Office, London, he addressed himself purely to archival task such as arrangement and classification, listing and calendering and the study of Archival Practices and Archival history. He wrote numerous esssays on a never-ending series of specialised topics like seals, autography, medieval talleys, ancient bindings, physical make up of records punctuations, documentary forms and toponymy etc. His manual of Archives Administration has become an authoritative guide and gospel for archival work throughout the English speaking World, thus supplanting the earlier works by the Dutch Archivists, Muller, Faith and Fruin. "His work inevitably became the Bible to which inexperienced Directors and untrained staff may turn up for guidance."[2]

Jenkinson joined with his distinguished colleagues in the formation of the British Records Association in 1932 of

1. Article by S. Roy, The Indian Archives, January 1961-December 1962.
2. Ibid.

which he was the Joint Secretary and Chairman of its Records Preservation Section. This gave a stimulous in the formation and organisation of a net-work of local repositories. He was also responsible for establishing a full-fledged course in Archives Administration as a counterpart of its Librarian course. Through his initiative, facilities for research were materially enhanced. The hours of reading for the public were extended in the public Record Office. All the available records lists were placed on the open shelves. To have close collaboration, he set up a consultative committee with representatives from all the universities in U. K. His notes for editing documents is a beacon light to those interested in publication of records. For the work he rendered in various capacities in the world of records, the Indian Historical Records Commission and the Society of American Archivist honoured him by appointing him as Honorary Member of their Commissions. His message to the later generation is that "no effect to disrupt the organised structure which is part of the nature of Archives should be made."

(iii) SOLON JUSTUS BUCK [1] (1884—1962)

He was largely responsible to initiate legislation in regard to the State Archives in America. He helped in the formation of the Minnesota War Records Commission. As the Archivist of U.S.A., he assembled in the Archives all the non-current records of the Federal Government. This concentration of records made the access to them far easier, for both the Administrators and Historians. He introduced the concept of 'record group', the new term in describing a unified body of records, arranged according to the principle of provenance. He was responsible for introducing the simpler list like the check list and tentative inventories in the place of laborious Calendaring and Discriptive Lists.

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1. Article by S. Roy, The Indian Archives January 1961—December 1962.

(iv) SURENDRANATHSEN (1890—1962)

He has made a landmark in Archival History in India as a member of the Indian Historical Records Commission, by vigorously fighting against the offiicial policy and thus making it possible to throw open the records for bona-flde researchers. As Director of the National Archives he helped in the installation of a Laminating Hydraulic Press, which enabled large scale repair of brittle and fragile documents. He also helped to secure a vaccuum Fumiga_torium, which facilitated speedy dis-infection of documents infested with the insects, moles, and fungus. He set up a Micro-photographic Unit in the Archives to make film copies of records and manuscripts. He laid the foundation for the introduction of air-conditioning in the National Archives, to protect them from the ravages of the weather. He undertook a vast programme of Indexing, Calendaring of the Persian correspondence, editing of Historical Manuscripts and Sanskrit Documents. He was the first archival expert in India to introduce and employ trained archival personnel in the Archives to replace the staff of untrained amateures in all branches especially records, preservation and publication with preference for post-Graduates in Records and Scientific Offices in the preserva-tion Divisions respectively.

(v) T. R. SCHELLENBERG

His works "Modern Archives" and the "Management of Archives" are two classics in the field of Archival Science. They provide a conslidated account of the Histori-cal growth of Archives, the nature of Archives, the management of Archives, the description practices, classi-fication, and publication programmes :for ancient records.

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CHAPTER—III

A.

TRAINING IN THE NATIONAL ARCHIVES OF INDIA

1

1. A brief description of the National Archives of India.

The National Archives of India [1] is the Repository of all the records of the Government of India for permanent retention. It has in its custody the records of the Government of India, for the last two hundred years. The regular records series begin from 1748. The National Archives of India, formerly known as the Imperial Record Department came into existence in 1891. Forrest was the first officer in charge of records who arranged the records chronologically indicating the source of their origin.[2] By 1897 under the orders of the Secretary of State for India preparation was made for the publication of the Press List of documents as in Madras and Bombay. It was also indicated that the Press List should follow in detail the form as obtained in Madras.

When the capital of India had been transferred from Calcutta to Delhi in 1911, It became an administrative necessity to transfer the official records to Delhi. The present building was completed in 1926 and a branch of the Imperial Record Office was opened there. By 1937 the Pre-Mutiny papers were transferred to the National Archives. Thus from 1937 onwards the Government of India found a permanent Home for its Records. In 1939 the Government of India decided to throw open their records to the bona-fide Research Scholars for purposes of historical research.

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1. Guide to the Records in the National Archives of India, page 1.
2. Ibid—page 2.

In recent years there has been a huge and unprecedented access of records to the National Archives. With the transfer of power and the lapse of paramountcy in August 1947, the various Residencies and Political Agencies in India became defunct and consequently their records were transferred [1] to the National Archives of India.

In regard to the records of the Union [2] only a portion of the non-current and semi-current records of some twenty Agencies of the Central Government have actually been deposited in the National Archives of India. Yet these records, retired already, cover as many as sixteen linear miles of shelves-space. Moreover, the Archival holdings of no less than 20 Ministries and more than 500 subordinate record creating bodies are lying with the owning Agencies themselves. These records relate to comparatively recent date. Only 31 Agencies alone have muniment rooms, 185 Departments have some kind of shelving arrangements and closed cup-boards. An enquiry by the Archival Committee[3] had revealed that the holdings of the Central Ministry alone would cover nearly 40 mlles of shelves-space. The records with the subordinate Agencies may cover about 68 miles of shelves-space. Thus 176 linear miles of shelving or a Repository 11 times the size of the National Archives building would be necessary for their proper accommodation. But this does not take into consideration the annual retirement of records from Government which may run to another 8 miles of shelvlng-space. As rightly pointed out the records of the Central Government continues to grow in Geometrical Progression with the expansion of its activities.

The National Archives has a Regional office in Bhopal organised in 1954, when the late Nawab of Bhopal handed over its historical records to the Government of India as a gift. This has been placed under a Keeper of Records with

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1. No reference media even for his records except a bare Transferred List.
2. Report of the Committee on Archival Legislation, New Delhi, 1960, page 9.
3. Ibid.

necessary staff at the expense of the Central Government. The records of the erstwhile Governments of Goa and Pondicherry are also under its control.

2.

(a)

WEEDING OF RECORDS.

As the volume of records increases, the selection of records for preservation becomes a necessity. For a long time topical grouping of documents under Canning' s system was thought a safe method. This prevented the files becoming unwieldy. Every file had to be closed at the end of the month. To prevent the mixing up of important papers with unimportant ones the files were generally classified in to three categories (1) A, dealing with policy question (2) B- Routine papers, which were retained or weeded out after a period of time (3) C. files which dealt with trivial matters only. Canning's system underwent various modifications in its applications. In 1923 subject-filing, in accordance with the list of pre-determined subject headings was introduced. This is the system in vogue, as described in Chapter 7 of the Manual of office procedure. Under the 'Standard Head' a separate file was opened for a distinct subject. In regard to the policy of review, A and B files were reviewed after every 10 years. Sometimes even the C files which dealt with quite trivial and personal matters were retained for more than 10 years. The problem of weeding becomes magnificent when records are not properly weeded according to the time schedule.

In regard to to the records in the Ministries, and in regard to the selection of documents of defunct Ministries, the National Archives of India is consulted. Experts from the weeding section of the National Archives of India visit the current record rooms of the Ministries concerned to appraise them on the problem of weeding. However, it is true that the different Ministries have separate retention

periods before permanent transfer is effected and there appears to be no regular procedure for the weeding of records drawn up so far. This makes acquisition, transfer and retention a little irregular.

(b)

It may be mentioned in this connection that a part of the earliest records pertaining to Bengal especially the Factory Records [1] are available in Bombay and Madras. Another part of the earliest records of Bengal were destroyed by cyclone and at the time of the siege of Calcutta by Siraj-ud-Daula. But a list of them is available in Fosters Guide to the India office Records. But copies of Proceedings are available in the Madras State Archives, as Bengal was subordinate to Madras at that time. As the Imperial Records start only from 1748, stray miscellaneous collections are alone available for the period, prior to it.

3.

The bulk of the records in the National Archives of India on the whole is a testimony to the commercial origin and character of the British East India Company and its officers. This is also evident from the minute care with which all its proceedings were recorded. As Burk pointed out "the Government of East India Company, was a Government of writing, a Government by records." Undoubtedly the British Government in India was a 'Paper Government'. In other words all the proceedings of the Government were reduced to writing. If the British Government is a Government by argument, discussions and dissent, the British Government in India is a Government in writing and a Government by Records. Thus the records in the National Archives of India are the best Historical materials in the world. [2]

After the Spanish Armada in 1588 and the Royal Charter of 1600 the Trade of the East India Company

1. A Handbook to the Records of the Government of India, Calcutta 1925 page 2.
2. Guide to the National Archives of India, page 9.

became a monopoly in the East. But with the massacres in Amboyna in 1623 the English confined themselves to India. Factories were established in different parts of India. The growth of the East India Company largely depended on the patronage at Home. By 1773 the Merchant Company had become the master of a vast Empire in India. The Company was regulated by a series of Acts from this period on-wards. By the war of Indian Independence in 1857 there had been a change in the set up of the company and still later from 1919 political power was slowly transferred to Indian hands. The Twin principles[1] that "good government is Self-Government and the best form of self government known is responsible government" gained universal currency in this period. By 1947 Britain gracefully handed over the Government of India to Indian hands thus paving the way for self-government and responsible government. This historic transfer of power has been well described by Lord·Mountbatten as a "peace treaty without a war.[2]" The records of the various ministries after Indian Independence are also centralised in the National Archives of India.

The Records of the National Archives of India indicate the growth of the Secret committee after 1756 the Select Committee after 1762, the Military Committee of 1771 the establishment of the Boards after 1785, etc., we find the growth and reorganisation of these Departments at regular intervals and the records are only the manifestation of these developments and Reorganisation and thus they tell a true story of the creating authority.

4.

The earliest records may be classified as Factory Records. The common events at a Factory were recorded in the Diary and Consultation Books. At a later stage one can see only the consultation books. The Minutes of the meetings of the councils were entered in the body sheets.

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1. See the Report of the Parliamentary Committee on Indian constitutional Reform. 1935.

2. Hindu dated 15th November 1964, page 1

Later the consultation book came to be known as Proceedings Volumes and the original documents were called the Original Consultations. Still later for the sake of efficiency the business of the Company were divided into various sub-heads such as Public, Military, Secrct, etc. Till 1892, the records were bound together. But from 1892, onwards we come across the File System. Thus the principal Company Records of the Government are Procecdings Volumes, Original Consultations, the Letters to and from Home and the files.

5.

The Records of the National Archives of India are housed in a two storyed building, consisting of 3 rectangular stacks with one stack in each floor. Stack No. 1 contains the following records :

I. Home Department	1680	1859
(Records prior to 1748 were mostly destroyed at the time of Calcutta Massacre).		
1. Public Branch	1748	1859
2. Judicial Branch	1834	1859
3. Revenue Branch	1830	1859
4. Ecclesiastical	1815	1859
5. Medical Board	1786	1858
6. Education Branch	1857	1859
7. Thuggi and Decoits	1831	1859
8. Home (Mis.)	1680	1859
II. Legislative Department	1779	1859
III. Public WorksDepartment	1850	1859
IV. Finance Depapartment		
1. Finance Department	1804	1859
2. Finance (Mis.)	1750	1859
3. Separate Revenue	1790	1859

V. Military Department

1.	Military Department	1779	1938
2.	Military Board	1789	1888
3.	Military Supply	1906	1909
4.	Military (Mis.)	1787	1859
5.	P. W. D. (Military Board)	1863	1909
6.	Marine Branch	1838	1923
7.	Quarter Master General	1773	1859
8.	Board of Ordinance	1775	1786

VI Foreign Department

1.	Select Committee	1756	1774
2.	Secret Branch	1763	1859
3.	Political Branch	1789	1859
4.	Foreign Branch	1783	1842
5.	Secret and Separate	1761	1811
6.	Secret Department of Inspection	1766	1787
7.	Department for Ceded and Conquered Provinces	1803	1805
8.	Tenasserin Papers	1830	1854
9.	Bengal Original political Papers	1834	1843
10.	Bhutan, Sikkim and Tibet Papers	1845	1859
11.	N.W.P. Original Consultations	1840	1858
12.	China Papers	1839	1859
13.	Kabul Papers	1839	1857
14.	Jagir Statements	1847	1857
15.	Persia Despatches	1834	1859
16.	Correspondence	1838	1858
17.	Malacca Proceedings	1851	1859
18.	Tenasserin and Mauritius Proceedings	1855	1859
19.	Foreign (Mis.)	1796	1859
20.	Persian Records	1716	1881

STACK NO. 2.

Records from 1860—1952. Records of various Ministries like External Affairs, Residency Records and Home (Political) are housed here. (Include Maps from P. 10.)

STACK NO. 3

(1)	Foreign Department	1860	1914
(2)	Home (Political)	1934	1945
(3)	Residency Records		
(4)	Departmental of External Affairs	1937	1947
(5)	Political Department	1937	1947
(6)	Ministry of States	1947	1954
(7)	Records of the Department of Medical Services.		

The Records of the Foreign Political Department are classified as A, B, C, Deposits and Secret. The Classification 'Secret' does not indicate the confidential nature of the file except when it is marked secret on the file.

5.

There are modern shelving arrangement with steel uprights and flat shelves having space enough for volumes or files to be arranged on either side. Loose files are preserved in carton boxes to prevent the accumulation of dust on the documents. These are records of permanent value and meant for permanent retention.

On arrival of records for permanent retention, the records are cleaned and fumigated by the preservation section and passed on to the Record Section for restoration. This initial fumigation after reception and before restoration is found to be necessary, as any infestation and contamination of the records in the stack is prevented. Inside the stack smoking and eating are prohibited.

At the time of restoration the 'Transfer List', accompanying the records, are physically verified with the files. After verification of each file, entry is made in the Accession Register. Then the files are sorted out according to section and despatched to the concerned stack.

Each stack is in charge of two Assistant Archivists with a M. A. Degree as their minimum qualification. They are assisted by a number of Attenders. Requisitions from the

various departments of the government are complied with The requisitions of Research Scholars are also looked into. When files are returned after reference, they are physically verified and restored to the stack. When a file is taken out to be supplied for the requisition, a slip or a dummy is put in the place of the file. When the file is restored the slip is taken out and destroyed. Separate Registers for issue and Receipt of records are also maintained.

Admission of researchers or outsiders inside the stacks is prohibited. A gate pass always accompanied the file, if it was taken out of the building. In case the borrowers did not return the file in time, reminders have to be sent to them till the file was returned to the records division.

Records are periodically inspected by those who are in charge of a number of shelves for their up keep and preservation and they are sent to the preservation department for repairs and mending wherever necessary. A separate register of Issue and Restoration of such files is maintained inside the stack. Ordinary dusting is done by hand and vacuum cleaners daily. Special dusting and cleaning by a wet duster is done and files are replaced on them when they become dry. A distinguishing feature is that Napthalene Bricks are kept in all the racks. But it is said that Napthalene Bricks cannot be kept in an air conditioned room, for those who work inside such rooms.

6.

MAPS PRESERVED IN STACK NO. 2.

(1700-1900)

GENERAL.

Maps are preserved in Stack No. 2. There is an Archivist and two attenders in charge of the Map Section. The single sheet maps are preserved in folios. They are covered with hard card-boards. Maps are repaired, mounted and whenever necessary laminated or chiffoned.

The printed and the folded maps are maintained in the form of books. Bigger geographical and political maps are rolled back. However periodically they are dusted and re-rolled. The Map Section has innumerable volumes of Atlases. It is significant to note there is a fair accumulation of cantonment and village plans, which or confidential. The Maps cover a very wide range of subjects like Geography, Geology, Climatology, Survey and Settlement and Military Maps.

Nearly 194 folios containing **Manuscript historical Maps,** transferred to the National Archives by the Surveyor General of India, covering different surveys like Road Survey, Route Survey, Sea Survey and River Survey, are preserved. These maps are unique in so for as copies of these maps may not be available any where else and secondly as they are authentic in so far as Government had accepted them for reference. Even the Survey Department make use of these maps for reference, not to speak of the various Ministries of the Government of India who often refer to them.

These maps, in their own way, illustrate not only different stages of the growth of British power in India but also the Socioeconomic and Geographic changes that took place during the 18th, 19th and 20th Centuries in this great sub-continent. Their period ranges from 1700–1900. This series contains plans illustrating the battle strategy adopted by the English in different battlefields in their war.

The plans prepared for battles are based on minute topography, of the regions they traversed and plans of some of the forts which they conquered. They have surveyed all the rivers and mountains that cris-crossed the country during the course of the battle. This group of collection also contains Political, Revenue, Topographical and Geological maps. Every aspect of the growth of the English power and the decline of native power is depicted by these 10,000 maps.

ARRANGEMENT OF MANUSCRIPT MAPS.

(a) **Folios :-** Sheets of Maps have been kept in folios made of hard Card-boards and leather covering without any intervening leaves. A list of the sheets of maps contained in each folio is pasted on the innerside of the covering as a convenient index of the contents. Each sheet of the map has been numbered serially with the folio number given on each sheet. A typed list of reference of these maps is available and Researchers have to refer the sheet number and folio number. Each sheet is an independent map. Supply and Restoration after reference are similar as in the case of files issued and restored in the Record Division.

Maps are cloth-mounted or laminated. Minor repair by paste and cloth is also done.

(b) M. I. R. O. (MAP ISSUE RECORD OFFICE).

Closely related to this series is another collection of the Survey of India Maps known as M. I. R. O. This collection which covers the period from 1728–1861 contains mostly boundary survey sheets, forts and city plans. These records were transferred to the National Archives of India in 1963-1965.

They are arranged according to group head of 20 years each, the list for reference being available.

(c) CONGREGATED VILLAGE PLANS AND TRAVERSE RECORDS

(Revenue)

These village maps are drawn up by different surveyors pertaining to villages from different parts of India. These maps are yet to be arranged and indexed. There are nearly 205 folios.

(d) THE PRINTED SERIES OF MAPS

They are maintained in book form, well bound, with the province and scale printed on the cover.

On the basis of a Dewy Decimal Library Cataloguing System, a Card Catalogue is arranged and kept in a Cabinet. Thus each map is catalogued like a book with the Title of the map and the name and year of the survey given in the Card.

These maps were transferred from the Library to the Map Section Stack area 2 in 1963.

(e) ATLAS

They pertain to different departments. Thus there are meteorological, Climatological, Geographical, and Statistical Atlases. The number of maps differ from one volume to another. But each one of these volumes is treated as one book.

(f) THE FIELD BOOK OF THE SURVEY OF INDIA.

There are nearly 1,430 Field Books, in the Map Section. They describe the measurement of fields surveyed by Government.

Records from 1748—1935 are thrown open for research with particular restriction on the records from 1930 pertaining to the border areas for obvious reasons of scrutiny. Maps dealing with Kashmir. Assam, and the border areas are both Secret and Confidential and permission to consult them is restricted.

The Home Ministry, however, had been liberal so far as it had opened the records up to 1945 for research. This includes the confidential records also. This came into effect only from October 1967.

The records of the National Archives of India also include a number of private papers acquired from outstanding personalities in India and Micro-film copies of documents and private Papers available in English in European Archives and the Libraries in U.S.A.

II.

THE ORGANISATION OF THE NATIONAL ARCHIVES OF INDIA.

A

1

A significant feature of the National Archives of India is its specialisation and the division of its functions. This arrangement offers enough scope for the healthy functioning of its different departments and branches. The holdings of the National Archives of India are really wide and varied, that its functions are specialised. This is also in consonance with modern archival principles.[1] The National Archives is headed by a Director and a Deputy Director. The entire administrative machinery is placed under an Administrative Officer who is responsible to the Director. The Records Division is headed by an Assistant Director. The preservation Division is separated from both the Administrative and the Record Division and is guided by an Assistant Director. The publication Division stands independent of the above three divisions. Specialisation is so well carried out that the Oriental Records and their publication is looked after by an Assistant Director. The publication of Historical Records is supervised by another Assistant Director The publication of Educational Records has been deemed as so comprehensive that this division is supervised by another Assistant Director. Thus we find that there are six major divisions in the National Archives. The total strength of the staff employed in the National Archives is 428. This includes the staff .working in Bhopal, Goa and Pondicherry. In National Archives alone 377 persons are employed. The salary of the Director, National Archives is Rs. 1300–1600 and of the Deputy Director is Rs. 900–1200. Assistant

1. Vide supra pages 6—8
2. Vide Appendix II.
3, Vide Appenbix III.

Directors are placed on a scale of Rs. 590–1150. The lowest paid staff is the peon who is given a salary of Rs. 75 to 85.

THE RECORDS DIVISION.[1]

This division itself is divided into 5 branches.

R–1 Branch :- This branch has an Archivist to look after the work assigned to it. This branch is concerned with accession of records, arrangement and listing. This includes preparation of abstract lists and compilation of material for Hand book to Records in the National Archives of India. They are also concerned with the supply of records to official agencies and private scholars and institution, organisation of historical exhibitions, advisory work relating to archival problems and acquisition of historical manuscripts. They have general control and supervision over the muniment rooms and arrangement for holding exhibitions. There are 10 Assistant Archivists in this branch who are in charge of the Stack Rooms. The minimum qualification of the Archivist and the Assistant Archivist is a Master's Degree in History. They are Assisted by two lower division clerks, eight special grade Record Attendants, Nineteen Attendants (Grade I), Twenty Seven Attendants (Grade II), Twenty Seven peons and one Guard.

R–2 Branch :- This branch is concerned with the Research Section of the Records Division with an Archivist to supervise the work. This branch is concerned with attending to the needs of the research scholars including supervision of the Research Room, Search cases and other reference work involving study of records published materials both for government agencies, individuals, training in Archives–Keeping and acquisition and listing of Microfilm records of historical manuscripts of Indian interest available abroad. This section is also concerned with the acquisition of Private Papers.

As stated above, one of the most important functions of the National Archives is to make its archival holdings

and the information obtained in them easily available to all Research Students who want to consult them either for regular research or for academic interest. Thus, apart from supplying records for reference to official agencies, the National Archives of India performs the important duty to provide information to Researchers. The Department also furnishes information to all type of investigators. There are arrangements for the supply of typescripts of documents, micro-film and photostatic transcribe to those who make a requisition. However there is no well defined policy in respect of public access to the records. Secondly, the absence of a Reference Media in regard to several series of records transferred to the National Archives poses a problem for ready reference.

According to the Rules of the National Archives of India in regard to the Historical Records Research Students are given access to all the records which are 40 years old subject to the following exceptions.[1]

(a) All records of the Ministry of the External Affairs which are more than 30 years old, are open to Inspection except those of a later date than 1st January 1914, pertaining to the areas comprising Jammu and Kashmere (including Gilgit and Chitra), NEEFA (including Pre-eastern section of the China and India Border), Sikkim and Bhootan, areas now comprising Pakistan, Nepal, Tibet and China.

(b) All records of the Ministry of Home Affairs which are of an earlier date than 31st December 1945 barring those relating to Kashmere of a date later than 1st January 1914.

Researchers have to apply to the Director of Archives for permission to consult records. The Director is competent to permit the researchers. But for records which are not open, applications are to be forwarded through the Director to the concerned Ministries. Prior scrutiny is required for the release of the notes for all confidential

1. Vide Appendix VI.

records. Normally this is done by the Director and in a few cases these notes are referred to the ministries concerned. Generally a fee is levied for this examination, but regular researchers are exempted. Admission to the Research Hall is regulated by a periodical Gate Pass. Notes will be taken out of the Archives only on the written permission of the Director of Archives. The Research Room is kept open from 9. A.M. to 8. P.M. except on Sundays and Second Saturday of the month. Records will be supplied from the Muniment Room only upto 4 o'Clock Exceptionally valuable documents and fragile records are not given for research. Silence should be maintained in the Research Room. Smoking is strictly prohibited. Chewing pawn is also restricted. Articles of food should not be taken inside the Research Hall, Documents and Bonds should not be removed from the Research Hall.

The Research Hall stands separate from the stack area. It is situated on the ground floor of the entrance to the Archives with Balcony on both sides. Researchers can take their seats eitier in the ground floor or Balcony. Nearly, 50 scholars can sit at a time. The entire hall except the centre is divided into cubicles. This is true with the balcony also. Shelves are provided on the three sides of each cubicle where books of reference are arranged. Separate shelves to keep the books and notes of the researchers are also provided. In each cubicle two researchers can sit. There are two chairs and one table in one cubicle.

No researcher is allowed to carry a bag into the Research Hall. They are to be deposited in the lockers provided outside. This rule is inspite of the all round atteddance of the Jawans at the entrance. As mentioned earlier, entry is regulated by pass, through the Reception officer, passes themselves being issued by Ministry of Home Affairs in the Security Branch.

The Research Scholars have to request records by Requisition slips in duplicate, in which they state the particulars of the document. The counter-foil is always preserved in a cabinet and the original sent to the stack twice a

day. After regular entry in the register and filling up the proforma the documents are forwarded to the stack.

Documents are returned for restoration to the Archivist in charge of the Hall. The counter-foil is returned and the records returned to the stack along with a Transit Slip singed by him. The document is restored to the bundle and the dummy is taken out. There are two Micro-film readers provided in one of the cubicles of the Research Hall. Requisitions for micro-film copies are kept in a cabinet, which is kept in an Air-Conditioned Room. These are kept under lock and key of the micro-film unit, namely Branch 2 preservation. For restoration the same procedure as in the case of documents. The rules in regard to supply and restoration of documents apply to the books in the library also.

Typescript copies of the documents are charged at 25 p. per page. The rate for comparing notes is 37 p. per page. Extracts from confidential records are forwarded to the concerned Ministry, for reference and supply. An Attendance Register is maintained for research scholars. Regularity is testified by this register. Pen or pencil mark on records is strictly prohibited. In regard to search cases of the Government the Indexes are verified and necessary information provided, But in the case of private parties, a search fee of Rs. 7/- per day is charged. The transcription charge with comparison is 37 p. per page and otherwise it is 26 p. In regard to the elaborate searches, the parties themselves are requested to take up the work. But wherever it involves confidential records, permission has to be obtained from the concerned ministry.

R-3. This Branch is concerned with the Appraisal and weeding of records in the National Archives of India, which have not been appraised earlier, This is done in collaboration with the Government Agencies concerned. This branch is also concerned with the promotion of Records Management Programme in the Central Secretariat and

other Government of India Offices. They assist the Ministries in regard to Appraisal and Weeding and help the transfer of records systematically to the National Archives. There are two Assistant Archivists in this section.

R-4. This section is concerned with the collection of information regarding private papers, their acquisition and arrangements, acquisition of micro-film copies of the private papers from abroad. The National Archives has already acquired the private papers of G. K. Gokhale, Poona, Dr. Jeyagar, Bombay, Subhas Chandra Bose, Calcutta, V. S. Srinivasa Sastri, Mylapore, P. S. Sivaswami Ayyar, Madras, Badruddin Tyagi, Bombay, Dada Bai Nauroj, Bombay, V. Krishnaswami Ayyar, Madras. G. S. Khaparde. Amaravathy, Purushotam Das Tandon, Delhi and the papers of the organisation like India Independence League, London.

As an example to show how far the private papers are complimentary to the Archival holdings can be seen from the Gokhale papers (1889—1915), which consists of 610 files, acquired from the Servants of India Society, Poona. They are in the form of correspondence in which are found the letters from Sir W. Wedderburn, A. O. Hume, Dinsha Wacha, Dadabai Nauroji, S. N. Banerji, Feroza Mahta, M. G. Ranade, R. C. Dutt, S. P. Sinha, Sarojini Naidu and Lalalajpat Rai. These letters are arranged subject-wise. The Historical anecdotes they cover are, the Apology incident, Congress compromise, Elementary Education Bill, Indian Struggle in South Africa, the Islington Commission, Political Testament etc. There are three Assistant Archivists and one Assistant Archivist Grade II in this branch.

R-5. is concerned with the preparation of Handbook on Indian Archival Repositories. The function of this branch is looked after by an Assistant Archivist. A significant feature of this branch is that it is also concerned with the co-ordination of Training in Archives-Keeping and the Research Fellowship Scheme. There are 5 scholarships awarded by the National Archives annually to encourage historical research.

The records of stacks 1, 2 and 3 are contained in 900 steel shelves, with roughly 75 volumes in each. This roughly amounts to 70,000 volumes. There are nearly 6,000 shelves which hold on the average 100 bundles. There are nearly 1,00,000 bundles which may contain 30 million files.

B.

THE PRESERVATION DIVISION

The Preservation [1] Division of the National Archives of India consists of five branches. F-1. is concerned with Mechanical repair, Lamination, Fumigation, Micro-filming and the Laboratory. It is also concerned with the Fire Fighting equipments, the Workshop and Air-Conditioning.

The Preservation Division of the National Archives of India has achieved a high degree of specialisation in organising its various branches. Both in regard to the process and the employment of modern technique, the repair and preservation has gained real efficiency. Added to this, only candidates with M.Sc., as their basic qualification are selected and posted as the head of each branch. They are designated as Archivists. They are in fact scientific officers, even though there is a separate Laboratory with a Scientific Officer in charge of it who advises the various branches on the problems of preservation. [2] A distinguishing feature in this branch is the innumerable machinery that they have employed in Preservation. They are :-

(1) The Hydraulic Press for Lamination by heat and pressure.

(2) The Fumigation Chamber (the vacuum fumigation, a chamber for mixing lethalgases).

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1. Refer P. Hermans Smith, Manuscript Repair in European Archives, The Indian Archives. 1948.
   Recent Development in Repair, Preservation and Photography, Vol. 10, 1960, pages 59-71.
2. Refer Proceedings of the Indian Historical Records Commission, Vol. XIII, 1930, pages 33-40.

(3) The Air-gun, to blow air on the bundles of documents at high pressure with valves and filters.

(4) The Humidifier and Humidification Chamber, where folded documents are Humidified before flattening.

(5) The Rotary Iron, which helps in Ironing the Crease.

(6) The domestic Iron for the same purpose.

(7) Apart from these there is a fire detector.

(8) Fire extinguishers of different types, both hand operated and mechanically operated.

(9) The stacks are provided with vacuum cleaners.

(10) In the binding section there is a cutting machine and the Hand Press.

(11) The Air Conditioning plant which keeps the stack temperature at an optimum.

(12) The Laboratory is equipped with the necessary machinery to test the strength of thread and paper, and equipments meant to read faded writing with the help of ultra violet ray. This can also detect the exact quality of paper supplied to the Archives.

SOME PROBLEMS IN PRESERVATION.

2.

The problem in Preservation [1] is to arrest the deterioration of paper which has been used for writing and printing. It is also necessary to examine the continued application of a new chemical either to paste or to repair materials. Paper generally becomes yellow and brittle. [2] But these changes depend on the chemical composition of

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1. Repair and Preservation of Records published by the National Archives of India, New Delhi. 1967.

2 Refer Article by Dr. S. N. Sen, the Indian Archives, 1947, Vol. I, pages 313-315.

paper and ink and the nature of the storage condition. The grades of pulp used in the manufacture of paper, the extent of bleaching, the qualities and amount of sizing, and loading materials used and the total acidity in paper determine its value for permanent preservation. It is better that the specification of the Indian Standard Institution is followed in prescribing paper and ink for official use.

The component parts of records are paper, leather, sewing thread, card-board, paste, glue etc. These are affected by high temperature, humidity, dust, aciditic gases and sunlight. Paper kept in hot and dry climate becomes brittle. Temperature and humidity result in the growth of pests like book-worm, silver-fish, cockroaches and termites and a variety of fungus commonly known as mildew. The dust particles that settle on paper, leather and card-boards act as nuclei for the condensation of aciditic gases and propagation of mildew spores. Hence it is necessary to preserve these documents at an optimum temperature, preferably in an Air-Conditioned room where there is excess of humidity. Dehydratic Agents like Silica-gel are placed inside the stack. To avoid high humidity, sometimes electric radiators are used.

3.

Under the conditions mentioned above the buildings[1] should be specially designed with modern stacks with provision for proper protection agasnst light, heat and relative humidity. It is preferable that the record rooms are cleaned daily by vacuum clearners. Any accumulation of dust will harm the edges of the bundles.

Anuual chemical washing of the shelves by sponge is necessary. This offers an opportunity to detect any unnoticed harm or traces of Insects[2] or of the growth of fungus. One can discover also sometimes an un-used series of records.

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1. As recommended by the Indian Historical Records Commission.
2. Refer Articles E. A. Buck on Book Worms, Indian Archives, 1947, Vol. I, pages 126–134.

About the selection of materials for shelves Iron uprights and teak wood shelves may be necessary. In regard to Iron shelves they should be guarded against rusting. In any case wood of lower variety should be avoided to prevent insects.

Records received for accumulation should be fumigated before housing them. For reasons of safety even those records returned from loan may also be fumigated before restoration. If there are any signs of excreta or dust accumulation, one can find the sign of insects. No eatable should be allowed inside the Muniment Room. Within this stack room cleanliness is a virtue. Keeping of napthalene bricks on the shelves, fumigation and keeping kerosene and creosate in a bowl at the foot of the upright are really preventive method against infestation. To guard against the white ants[1] a space is always left between the wall of the floor of the building and the shelves. Air-circulation inside the stack should be guaranteed. This aviods the growth of fungus.

4.

Vertical arrangement of volumes is preferable to gain more space. This make the handling of them easier. In horizontal arrangement there is pressure on the lower volumes. However the files shouldtbe arranged horizontally. It would help easy picking up and servicing. Vertical arrangerents of files tied between five-plywood, properly tied with log line may not be harmful. However in this case, the files should not slip by loose tying. If the files are stitched and covered by docket cover carton boxes may not be a compelling necessity. However, the virtues of carton boxes may not be overlooked. This prevents the accumulation of dust and offer the best protection to the documents. Air-guns are not used for dusting inside the stack as dust would settle in the adjoining shelves. So vacuum suckers are supposed to be the best to suck the dust in the bag. In the National Archives of India there is an

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1. How to fight white-ants, R. C. Gupta, Vide the Indian Archives, 1954 Vol. 8. pages 121—129.

Air-gun which blows air under heavy pressure on the edges of volumes or bundles. The dust is being conducted through duets to a chamber where they are collected. This is done outside the Muniment Room. Hundreds of bundles can be dusted mechanically every day. This is a sure guarantee against accumulation of dust.

5.

STERILISATION INSIDE THE STACK is done by air-guns to spray thymol for fumigation. This process is popularly known as Vault Fumigation. When this fumigation takes place, all the doors and windows are closed. Insects like silver fish and cockroaches will leave the room. The stack should be kept closed at least for three days continuously. This again is a sure protection against fungus. The gun costs about Rs. 500.

6.

Thymol fumigation[1] by heating thymol in a small cupboard with the volumes to be fumigated placed in an inverted 'V' form for ten days is recommended. Thymol fumigation is supposed to destroy mildew growth. But this process should be repeated twice or thrice before any tangible result is achieved. Fumigation with thymol or with crystals of Para-di-chloro Benzene or liquid killoptera kills living larvae and active beetles, but eggs laid in furrows near the bindings joints and in boards of volumes are not affected.

7.

Hence the most effective means of getting the larvae and the egg destroyed is by vacuum fumigation with ethylene-di-oxide mixed with carbon-di-oxide at a ratio 1 : 9 by weight. This is the most powerful method of eliminating the dangerous enemies of records. The fumigation chamber available in the Natlonal Archives of India is made of steel and has a capacity of 300 cubic feet. Nearly 500 volumes or 300 big bundlss of records can be fumigated in a period of 3 hours. The difference in speed between Thymol

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1. Repair and Preservation of Records, National Archives of India. 1967, Page6

fumigation and vacuum fumigation is so vast that while only 10 volumes can be fumigated in 3 weeks by the former process, 300 volumes can be fumigated in 3 hours by the latter.

When Ethylene-oxide and carbon-di-oxide is mixed in ratio 1 : 9 by weight, the resultant gas is named as Ethoxide. The process is described as follows :—

The two gases are transferred to a chamber where they are mixed by heating the chamber to 90° Fohrenheit. Meanwhile, the vacuum chamber is made vacuum by a mechanical pump and the gases are allowed to enter the chamber. where the records are arranged in trollys capable of working like shelves, which can be moved into the chamber and back in the stack easily. In this process, the eggs of the book worms gastrals–Indicos, which are not destroyed by thymol fumigation, but which hatches after 20 days are completely destroyed. The poisonous gas can be Ethoxide, or Hydrocyanic Acid or Killoptera. In the latter two cases, a costly mixing chamber is avoided. Another improvement to the single chamber fumigation is that 2 or 3 vacuum chambers may be connected wherein, a need may not arise to pump back the gas in to the mixing chamber. The cost of the chamber may be 60,000 rupees and all the equipment together may cost nearly a lakh of rupees. But in the Madras State Archives, where there are nearly 10,000 volumes in racks, most of them district records and more than 15,000 bundles to be fumigated, vacuum fumigation is the only solution. This is indeed a heroic remedy for a desperate decease. As periodical fumigation is necessary, the chamber will be constantly at work.

8.

FLATTENING OF FOLDED DOCUMENTS. [2]

Generally folded documents, either of the premutiny or post–mutiny period are repaired in the Preservation Section. The document is humidified in an air–tight room by a

1. Repair and Preservatlon of Records, National Archives of India 1967.
2. Refer American Archivist, Vol. III, 1945, pages 115–121.

Petty-Foger machine which makes the whole room humid. However before humidification, the ink of the paper is tested. Documents with soluble ink are kept in between blotting papers for humidification. Generally documents are kept in racks containing many layers of trays, The documents are not flattened, but kept in a Pyramidal form for nearly 1½ hours. These documents can be later flattened without difficulty. They are pressed either by a rotary iron or domestic iron. Brittle and Fragile documents are ironed only by domestic iron. Humidification is less for documents which are written with a soluble ink.

When the crease is removed, the document is de-acidified by washing it in a solution of calcium hydroxide. Later, to remove the excess of calcium hydroxide, whose presence may be injurious to the paper, the document is again dipped in a solution of calcium bi-carbonate, when the calcium sediments deposit on the paper. This reinforces the paper.

As there is a risk involved in de-acidification, the ink of which may either dissolve or smudge, documents are de-acidified with diluted Ammonia Fumes. However, documents de-acidified by this process are later placed in between blotting papers for drying up. Recently Mr. Barrow has recommended treatment of all printed paper having wood fibre as a constituent with a solution of calcium and magnisium bi-carbonate. In this process the un-dissolved particle deposit on paper and this arrest the deleterious influence of acidic constituents on cellulosic fibres. Barrow has also developed spray de-acidification. For this, electrically operated spray painting gun is recommended.

During the course of de-acidification patches of tissue, chiffon or hand-made paper or tracing paper or tapes put on documents are removed. Patches, which cannot be removed by water, is applied with benzene and the patches removed. After this, the document is tissued, or chiffoned or laminated.

9

REPAIR[1]

If the documents is too brittle, it is placed on an oil paper, which in turn is spread out on a glass topped table. Dextrine paste is applied on the document. It is applied by a brush both ways to assure that paste is being applied everywhere. Then a tissue paper is laid on it. Care is taken that there is no crease any where in the tissue. Then an oil paper is put on it and the document is turned upside down. The oil paper is removed, paste is applied over it and the tissue spread over it. The document is kept for drying.

10.

MACHINE LAMINATION.

The National Archives, Washington, U.S.A. has developed the process of sealing the documents between two sheets of cellulose acetate foil by application of heat and pressure and installed a prototype flat bed, Hydraulic Press. A similar machine in the National Archives of India [2] has six plattens. Five of them move with the help of a piston under Hydraulic Pressure. Steam for heating the platten is produced by an oil fired boiler, fed at high pressure. The pressure and heat is machanically controlled.

Tissue paper is incorporated dnring lamination to give added strength. To prepare an envelope for Lamination, a sheet of Tissue is placed on a table, and a piece of cellulose Acetate foil of the same size is spread on it. The documents to be laminated are placed over the cellulose acetate foil with allowance for margin [1] for having a guard flap. The position of the document is fixed by applying a little acetone on the corners of the document. Cellulose acetate foil and then Tissue paper are again placed over the document. The corners of the formation are again touched with Acetone so

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1. Gennady, J. A. Belov on New Technique, New materials on preservation-Vide Archivum, Vol. 10, 1960, pages 72-80.
2. Repair and Preservation of Records. National Archives of India, New Delhi, page 17.

that the sandwich may not be disturbed during its transmission to the press. The envelopes are placed in between two sheets of Teflon cloth and then two such envelopes are placed between two metallic sheets. Similar compositions are placed on all the plattens and the press is operated. Thus the plattens are subjected to Hydraulic Press and heat. Later the plattens are cooled by circulation of cold water and the press is released. The plates are removed and the repaired sheets are taken out. Thousands of documents can be laminated in one day while by hand lamination one individual may laminate only 20 documents during the same period.

A Rotary Laminator developed by W. J. Barrow, electrically heated and with calender rolls for pressure has come into vogue. The process of preparing the envelope is almost the same, but these are placed in a moulding form made of thin card-board lined with tracing cloth which act as a conveyor during the process of lamination. The complete lamination cycle requires only 35 seconds. Nearly 500 documents can be laminated per day.

Lamination offers a number of advantages over other repair processes. The process can be easily applied to the documents written with water-soluble ink or colurs, without fear of their spreading. Books, Documents and Maps are generally laminated by machine.

11.

HAND LAMINATION.

In hand lamination instead of applying heat and pressure, cellulose acetate is turned semi-plastic by acetone and on drying binds the tissue with the document. On the envelope, as prepared in earlier cases, a cotton swab dipped in acetone is gently rubbed over the tissue paper. This is done in the reverse side also. In regard to documents where the ink may be soluble, heat and pressure can be avoided. This is a virtue with hand lamination. Documents that are laminated can be de-laminated by dipping them

in acetone. A primary condition for lamination is an Air-conditioned stack room. Even palm leaf documents can be laminated.

12.

CHIFFON REPAIR.

Documents which are to be chiffoned are di-acidified and placed on an oil paper resting on a glass topped table. The chiffon of the size of the paper is placed on the document and the dextrine paste is applied on chiffon. Thus, in Tissue repair paste is applied on the chiffon. This makes the document free from the ill effect of excessive paste, if any. The process is repeated on reverse side also. Documents, written on one side only, can be conveniently repaired by hand-made paper. Here the paste is applied on the blank side of the document and the hand-made paper already dipped in water, fixed at the end of the document is rolled on till the other end. The hand-made paper soaked or dipped in water only to avoid rinkles both on the paper and the document. The hand-made paper is rolled over the document so as to avoid airbubbles.

13.

SIZING.

In the Public Record Office, London, papers are sized by a solution of white glue, later the document is dried and flattened[1].

14.

MAPS AND CHARTS.

Maps and charts are reinforced[2] by mounting them on Mull-Mull Masline or Long cloth.

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1. Vide - Report by Dr. B. S. Baliga.
2. Ibid - page 20.

15.

One striking feature in the system of Fire-Fighting in the National Archives of India is the introduction of Hose System of Fire-Pipes. The pipe line is connected directly to the water main of the city supply. The metallic pipe ends at the entrance of every muniment room. Here it is connected by hose pipe which can at an emergency take water to any part of the muniment room. In the Madras State Archives the stack are connected to main of the city. In the National Archives of India Fire-Fighting men of the Government of India are stationed in around the Archives. It is the responsibility of the Government to rise to the emergency. The smoke detector system which is installed in the National Archives, if it is brought to working condition, would go a long way in confining fire to a very limited area by its alarm to the fire fighting men around the Archives. It can be installed in different parts of the stack which can convey the message to the Fire-Fighting Squad. In Fire-Fighting the Foam Type and the Carbon-di-oxide Gas cylinder are really supposed to be very powerful. Here there are no damage to the records. P-1 branch has 33 people with an Archival Chemist at the head, 2 Assistant Chemists Grade II, 24 Preservation Assistants, one Mender Grade I, 3 Menders Grade II and 5 Peons.

P-2 BRANCH.

The P-2 branch of the preservation division is concerned with Micro-photography and photo duplication. Micro-filming has a chequered history[1]. Micro-filming is specialised photography[2]. It is compressed recording to preserve vital records or documents on stripes of high contrast, high resolution, safety film. It is according to President Frankline D. Roosvelt, "the only form of Insurance which will stand the test of time".[3] This duplication of record by the process of Micro-filming can be kept in safe custody,

1. M. C, Trivedi on photo copy, its progress and equipment, The Proceedings of the Indian Historical Records Commission, Vol. 16, December 1939, pages 53-57.
2. Micro-filming, Ralph de-Solla, New York, 1944, page 9.
3. Ibid.

away from the records. Thus in times of national emergencies like War they can be moved to safety even if the original records are destroyed. Secondly, as a measure of saving of space by 99% micro-filming is advisable. 100 square inches of document can be reduced to 1 square inch of micro-film (not a line or a letter of the original will be blocked or obscured on the film). Because of this photographic compression, filming space and equipment is reduced to 99%. Another factor that attracts micro-filming is quick duplication. There is a large amount of economy also in its production. Moreover, this process of reproduction is exactly faithful to the original. In reproduction, the need for a copyist and the knowledge are easily overcome. It avoids the mistakes which may otherwise be committed by copyists. Complicated Charts, Maps, Accounts etc., are easily copied. Above all, the speed of duplication is also amazing.

Micro-filming avoids frequent handling of the original documents. Thus it adds more life to the original. A micro-reproduction of one document can give access to many scholars at a time. These copies can be despatched over-seas easily and at a minimum cost. While originals of documents need repair and perpetual care, micro-films, if kept under proper temperature and humidity, can last for 500 years and more. Above all, at times of National Emergancy or calamity, the micro-film can easily substitute the originals.

Micro-filming is that branch of photography which deals with the reduction of the image of an object to an absolute minimum and its reproduction of a devised size on a miniature film of high contrast and high residuary power. However, the Indian National Documentation Centre, New Delhi has made sufficient advance to concentrate nearly hundred images of a micro-film of nearly 100 centimetres in one blank sheet of photo sensitive paper. This is done by the micro-fitche. Thus one volume of document of 100

pages can be brought to a single surface by 100 images of micro-film. The whole Archives may be reduced to a few volumes of micro-fiche surface.

The still more advanced equipment that is experimented in the National Documentation Centre is the photographic unit of the Rank Corporation costing about Rs. 80,000, the Xerox. The photostat of the original is prepared in two minutes for 20 p. by electro-photographic process. A machine of this kind is a desideratum in a pioneer Archives like the Madras State Archives.

2.

THE PROCESS INVOLVED IN MICRO-FILMING.[1]

In the National Archives of India, documents are micro-filmed in 35 mm x 30-5 mm film on order of the Department. As per the present instructions, all the pre-mutiny records are to be micro-filmed. Apart from the departmental work, micro-filming for researchers is done on a service basis, no loss no gain. The schedule rate for them is 20 p. per exposure. This exposure may be for one page or two pages depending on the size of the document. For positive prints from the negative Rs. 2-50 per metre exclusive of the cost of negative is charged. For both positive and negative, the cost is Rs. 8-50.

The cost of enlargement printing depends on the size of the film. The cost of the film vary from Re. 1/- to Rs. 4/-. For chromite paper, the rate is a little higher. In replex copying the rates are as in the case of enlargement printing, sometimes a little less. The usefulness of micro-filming historical documents at low cost is the real attraction for it inspite of the capital expenditure on its outlay.

The processes involved in micro-filming are processing, developing, fixing, washing and printing. After exposure and washing, the films are inspected and edited. Sometimes,

1. M. C. Trivedi-Article on Micro-filming: Immense possibilities of use in India, Indlan Historical Records Commission Proceedings, Vol. 25, Part II, 1953. pages 160-163.
2. Ibid - pages 66-68.

the print is enlarged or in other words, positive prints are made. In the National Archives of India all these processes are highly mechanized. Thus besides the camera, the film processer, the Dryer, the Reader, the Enlargement printer, positive printer, print dryer and the reflex copying are available. The equipments and accessories are all provided with. Nearly 18 technicians are working in this branch. Even though their designation vary, they are equated with the Archivists and the Assistant Archivists in regard to their status and salary. Air-conditoning is a pre-requisite for the safe storage of micro-films.

The space required for a Micro-film Unit is as follows:- One room each, for the camera, processing, enlargement printing, positive printing, inspection and storage. The micro-photography section has a Micro-photographist, with M.Sc., in photography as the qualification, who is assisted by one Micro-photographist, one Assistant Micro-photographist Grade I, 5 Assistant Micro Photographists Grade II, 8 photo Assistants, 1 Laboratory Attender, 1 Helper and 1 peon.

P-3 Branch.

This branch is concerned with Binding and Manual Repair. Hand Lamination, Tissue Repair, Chiffon repair. mounting of maps, stitching and binding are done in this branch. This section is in charge of the preparation of paste also. They are also concerned with the application of Leather Preservatives, The volumes bound by Leather, whether quarter binding, half binding or full binding are generally applied with dextrine paste. But they prepare ordinary flour paste. It is prepared and exhausted every day. To ward off insects, Formaline is added from 1 to 20%. For chiffon and tissue repair, a thin paste is prepared. To the starch or Maida paste, [1] which is used for general repair and binding work, 3% copper-sulphate and 2% glycerine is added at the time of cooking. For binding, animal glue is used, especially in backing.

1. Vide - Repair and Preservation of Records National Archives of India. New Delhi 1967, pages No. 46.

There are different types of stitching and binding in the National Archives of India.

(1) Pamphlet binding:–This is done by a simple process of single stitching and binding being done by a thin or thick docket like cover. Sometimes wire stitching is done instead of single stitching.

(2) For the Books of the Library special board binding is done after single sheet stitching.

(3) Side stitching or Saddle stitching.

(4) Account binding or Ledger Binding.

(5) Perfect Binding.

(6) Loose leaf or post binding.

Binding Process:- More than a dozen processes are combined to produce a bound volume and the recommendations contained in the Indian Standard Code of Practices for reinforced binding of library books and periodicals hold good for archival binding also. In addition, guarding of sheets and filling up get-in-paper in between the guards after the guarded sheets are gathered into sections, are necessary before these are prepared for stitching,

In order to obviate stitching through the original sheet of the file, manuscripts or rare books with their individual sheets are guarded in repair and before binding pagination essential. After guarding and stitching the volume is bound. The materials for binding are sewing thread, tapes and card-boards covering materials like art canvas, calico binding cloth, recsin and leather.

Adhesives like glue, binders paste, guarding paper and the reinforcement fabrics are also needed.

P–3 is headed by aTechnical Officer (M.Sc.) 1 Assistant Chemist Grade II, 1 Foreman for binding, 3 Preservation Assistants, 20 Menders, 1 Laboratory Attender, 14 Menders Grade II, 1 Peon and 1 Guard Grade II.

P-4 Branch.

RESEARCH LABORATORY.

The Laboratory is in charge of a Scientific Officer, who advises the Preservation Division in all matters of preservation. Testing of paper, ink, repair materials and allied archival work are the functions of the laboratory. In short they supply the necessary technical information for the Archives. They are concerned with the durability and longevity of paper. They examine the document before repair and suggest the necessary repair materials based on their strength and longevity. They take stock of the existing archival materials and test the materials that are supplied. The laboratory is well equipped with the necessary instrument to test the tensile or pulling strength of the Newspapers, the folding strength of Hand-made paper, the durability of cloth by examining their count and the strength of each thread. They prescribe muslin cloth for Book binding, Long Cloth for wall map and leather binding for bigger volumes.

The criterion in repairs is to provide the maximum servisablity to the preserving meterial by providing the maximum reinforcement. Care is also taken to avoid any ill effect on the materials to be preserved. In any process of repair consideration is given to economy. A secret in repair is that the processes should be reversible. whatever may be the material employed in preservation, the originality material should not be marred.

The criticism in using chiffon for repair is that chiffon is an animal product, hard static and tough. However silk is no substitute for chiffon as it is easily damaged by heat, water and insects. In the National Museum of India, nylon is used. As there is co—relation between cotton cellulose

and the fibres of the papers, tissue paper can also be used in repair of documents. But the original documents are not quite visible as the tissue is not so transparent as chiffon. Terylene tissue is no doubt lasting, elastic and staple, but in tropical climate this may not be advantageous. Added to this, it is impervious to moisture. But cotton is hygroscopic to moisture. The laboratory prescribe a gelatine bath for ordinary paper.

The characteristic parts of ink are its contrast, colour, flow coverage harmlessness to paper and its permanence. In regard to paper and ink a standard prescription is given by the Indian Standards Institution.[1] The laboratory has equipment to read documents where the writing is almost faded. This is possible by means of ultra-violnt rays. It advises the department on Air-Conditioning, Fire-Fighting, Housing and re-arrangement of records in the shelves. In the construction of Building, ventilation and lighting arrangements, the Research Laboratory has pre-dominant voice. Fluorescent lights alone should be used in an archives, especially in the muniment rooms to avoid radiation and heat.

The Scientific Officer of the Laboratory is assisted by two Assistant Chemists, Grade I, Laboratory Attenders 2, Laboratory Assistants 2, and one peon.

The workshop of the Preservation Division is headed by an Assistant Engineer. He is concerned with the maintenance and repairs of all the ·machines and equipment in the National Archives of India,, Bhopal, Goa and Pondicherry. This branch is headed by an Assistant Engineer and assisted by 1 Foreman, (Mechanical), 1 photographer (mechanical) 1 Boiler Operator,2 Mechanics, 2 Electricians 1 Carpenter, 1 Boiler Attendant and 2 helpers.

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1. Repair and Preservation of Records, National Archives of India, New Delhi. 1967, Appendix I, page 38

C.

THE PUBLICATION[1] DIVISION OF THE NATIONAL ARCHIVES OF INDIA.

1.

The Records of any Government or any particular Archives as such are created and preserved for administrative orderliness. But it also serves the convenience of the generation of scholars who will use them for research. The Archives itself has emerged as a constructive force in helping to improve the administration of the Government. The records constitute a mirror of the nature of the State, a history of its development and manner of its working. Historians who tried to have a glimpse into these records are responsible to bring to light the contents of the holdings of an Archives. The File List and the Transfer List may not be able to help much any Researcher. A file list is only an invoice to the Archivist of that date, indicating the number and the year of the file. It rarely indicates the subject. The Transfer List and its complimentary part of the Check List would help only in regard to the physical verification of the files. The indexes prepared by a creator are no doubt largely of an administrative importance. But the descriptive inventories of the Archivist are a better reference media to the Research Scholars. In this connection descriptive list which lays emphasis on the subject of the documents is welcome. However, calendaring brings out elaborately the summary of the document. Inextenso publication is deemed necessary in regard to important

1. Refer–Editing Modern Historical Documents, Indian Archives, Vol. I, pages 136–147.

series of documents. If inextenso is too extensive, Selection and Compilation of documents according to subjects has been supposed to be the best form of publication.

In 1942, the Indian Historical Records Commission advised the Government of India a publication programme for (1) the printing in extenso, the records of the period 1761–1765 (2) the Calendaring of the Revenue Records from 1751–1765 (3) the Publication of Selections from the Records of the period from 1800-1857.

(1) Under Scheme 1 of the Publication programme launched in 1942, by the National Archives of India, it was proposed to publish [1] in extenso the important records of the East India Company. The idea was to provide the Research Scholars in various parts of the country all the raw materials which were to be readily accessible. No doubt, it was admitted that this was a superhuman task. The Government of India has on the recommendation of the Indian Historical Records Commission, accepted a scheme which envisaged publication of the correspondence between the Court of Directors of the East India Company, London and the Fort William Council in Calcutta. As a first instalment, it was decided to publish the records of the period between 1748—1800, in 21 volumes.

These volumes were to be edited by scholars working in the Universities and learned institutions under the general editorship of the Director of Archives, Government of India. Apart from the individual Editor's Introduction accompanying each of the 21 volumes there is to be a Prefatory Note to be written by the General Editor covering the entire series. To make the volumes attractive, portraits and paintings were also included, which were re-produced with the permission of the Commonwealth Relations Office, London, the Museum of Fine Arts and the Director General of Archaeology.

1- Fort William, India House Correspondence, Edited by K. K. Data. New Delhi 1958.

2.

The Illustration of one publication programme alone would show the magnitude of the tasks to which the National Archives has addressed itself. Its publication programme in extenso also includes the compilation and publication of the Persian Correspondence, preparation of Index, Selection and Compilation of Educational Records of the National Archives of India. For this momentous task the publication division is suitably divided into 3 sub—divisions, each one of them placed under one Assitant Director respectively. Sub—division No. 1 deals with the publication of the General Records. No. 2 is named as the publication of the oriental Records and No. 3 is entrusted with the publication of Educational Records. It is interesting to note that there is a separate section in the Publication Division which is concerned with the preparation of Glossary.

3.

Sub-Divsion No.1 has 3 branches. P-1-is concerned with the publication of the General Records, P-2-is concerned with checking of the Reference of the Draft Press List of the Secret Department, and the preparation of the Index to the List. P-3 is concerned with the indexing of the Records and their Publication. In P-1 there are two Archivists. 3 Assistant Archivists, Grade I, 6 Assistant Archivists Grade II, and one Peon. In P-2 there is only one Archivist and 2 Assistant Archivists and in P—3 there are two Archivists and two Assistant Archivists and one Hindi Assistant.

Inextenso publication has proved to be very expensive and time consuming. It took 5 years to type out the 21 volumes covering the 3 departments namely Home, Secret and Military. Most of the editing is done in the National Archives and the so callcd Editors contribute only the Introduction. The experience in the National Archives suggests that inextenso publications edited by experts is only a cry for the moon. The details of textual editing,

annotation, summary edition, table of contents, library illustrations, introduction, revision, bibliography and index are prepared by the publication Division. It almost costs one lakh for a volume. The experience in inextenso publication has led to the publication of printing relevant documents only. Documents on major subjects like social or economic or political subjects could be selected, edited and published with an Introduction. Selection and Compilation of extracts on a specified subject may be called Compendium. However memorandum of the survey of India could be published in extenso with necessary introduction because of the importance of the subjects. However, in modern times the emphasis is on Selection and Compilation.

According to publication Scheme No. 2 Selected English Records on Thevenot and Careri are to be published. These publications shed light on the Socio-Economic and Political condition of India during the days of Aurangazeb. The Brown correspondence is a Historical monograph, for it gives a graphic account of the declining powers of the Moguls.

The Selections from the English Records are published with the Financial Assistance of the universities and Learned Institutions. Example : Elphinstone's Correspondence.

Sub-Division No. 1 is also concerned with the publication of the Journal on Archives Administration both in theory and practice, in which Archivists and Administrators contribute articles on every branch of Archival Science. In this fresh acquisition of records by Archives all over India is being reviewed. This disseminates news on rare collections like the China Papers. The journal also deals with Book Review. This includes guides, lists and indexes. It publishes the Annual Reports, Brochures and Pamphlets of the Departments. It is the Publication Division which prepares the Annual Reports of the National Archives.

P-2. The Descriptive Listing done in this branch is considered to be a via media between inextenso Publication and Indexing. It is supposed to be a happy compromise. The National Archives looks with favour, Descriptive Listing. An index to the list is also provided. The Index will have place name, personal name and subject. Descriptive Listing provides a summary and hence supposed to be the best Reference Media.

P-3. Index is the key which unlock all the knowledge embedded in the different manuscripts or collection. It is an easiest and surest guidance to knowledge. The National Archives of India can usefully prepare an index to the Agency Records and the Records of the Residencies which have no suitable Reference Media.

4.

PUBLICATION OF ORIENTAL RECORDS.

Sub-Division No. 2 is concerned with the publication of Oriental records placed under an Assistant Director from 1956 onwards. It consists mainly of two branches. **O.R. 1** is concerned with the compilation and publication of Persian correspondence hand-writing of Persian records, checking and docketting of Mutiny papers. **O. R. 2** is concerned with examination and appraisal of manuscript, documents and rare printed Bonds in Oriental languages and Indexing of Private manuscripts acquired by the Archives.

THE FUNCTIONS OF O. R. 1.

This branch is concerned with calendaring of Persian Records They pertain to the Persian correspondences which emanated in the Foreign Department, Persian Branch. Till 1835, Persian was the court language as Marati was the official language in the Revenue Department of the Government of Madras till 1857. The correspondence of the Governor-General of India with the oriental potentates

was in Persian. The Princes, in India, wrote in Persian. These letters were translated into English and submitted to the Governor-General. The Governor-General replied in English. But these letters were again translated into Marathi, Bengali, Malayalam, Oriya, Nepalese etc., but they were accompanied by a Persian Translation. However, the bulk of the correspondence were in Persian. They cover the period from 1759-1879. According to the programme drawn up for the publication of Oriental Records, Records upto 1800 in this department are to be calendared and for the records from 1800 onwards Descriptive Lists have to be prepared.

In Calendaring only the summary of the document is brought out. The exaggerations and flamboyance are dropped. It is not the style but the content which is important. Title and surnames are left out. Repetitions and Prayers are omitted. To make calendaring easier, only abbreviations are used. Proper names and personal names are retained with care. Calendaring is a detailed summary or precis of the original without omitting any historical fact. In other words, it is a detailed Table of Contents of a collection or a part of the collection, chronologically arranged. It is a detailed precis of the original which makes the consultation of the original unnecessary.

As the oriental records include letters in Tamil, Bengali, Hindi, and Malayalam, a separate scheme for the publication of these letters in their original languages and a summary in English is also taken up. The Director of Archives is the general editor. The Universities and learned institutions are expected to meet the expenditure in regard to the editing of their volumes. In extenso publication of the oriental records upto 1700 is accepted. But calendaring is a compromise between inextenso publication and Descriptive Listing.

During the days of the East India Company a separate register called Akbar Nama was maintained and Index to this register is now prepared by this division.

An index to the [1] seals in this department is also predared. There are two sets of seals, foreign as well as Indian. Foreign seals belonged to the Royalty and the Institutions of nobility. The Indian seals belonged to the Indian princes and the nobility.

The importance of Sigillography is manifold. The archivist owes a great deal to the sigilllography but for whom many documents would have remained closed codices, undated and unidentified. In medieval times seals were more important than signatures. "It served as a means of identification and an unfailing guide to authentication."

The Oriental Records Division also purchase Persian Documents and prepare an index for them. The private collections include the Inayatt Jang. This collection is useful for the reconstruction of the revenue adminstration and a study of the Socio-Economic Life of the people under the later Moguls.

PUBLICATION OF ORIENTAL RECORDS-SUB-DIVISION :- 3

The schemes of the Publication of the Government of India was proposed by the Government of India in 1952 and was put into practice in 1958. Under the policy[2] now adopted, the Government of India accepts the responsibility to publish such selections from the Educational Records in the National Archives of India. They cover subjects like Universities, Colleges, Schools, Female Education, Scholarship, Employment of students in the Public Service, English Language in Indian Education, Book Department, Local Income and Special Education. Thus it covers a wide range of subjects. Under this scheme, first documents are selected and then the selections from documents are compiled under specific subjects mentioned above. No doubt there are documents among them which are considered to be essential and which are published in extenso.

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1. Indian Seals, National Archives of India, page 18.
2. Selection from Educational Records, National Archives of India, New Delhi 1960 (Forward).

6.

The Publication programme of the National Archives though appears to be comprehensive, has not touched even the fringe of the problem. However, an attempt to prepare different types of reference media in the National Archives of India is surely a pointer to the Madras State Archives, which has no commendable scheme of publication of the invaluable materials of which it is the custodian. Madras has been praised as one of the best and well administered State in India. Madras has been the intellectual capital of India and the State has earned a reputation throughout the World. The policies and principles of the past, and the publication of documents which enunciate them would be a guide for India. It will naturally enlighten the public of Madras and the public of this country. The inextenso publication of the records of Madras and the Reprint Section now working are only the starting point of the more valuable publication programme that are yet to be adumbrated like the preparation of Handbooks, Guides, Compendiums, Monographs and Selections and Compilation. Such a publication of documents on invariably routine subjects would educate the Administrators and the historians as well.

D.

ADMINISTRATION

It is really amazing that in the National Archives of India, the administrative division* though well organised is kept at the background. Perhaps this is quite in tune with the Archival principles and practices. What is projected forward is the activities pertaining to accession and administration is supposed to be only incidental to these activities. The status of the officer incharge of administration is not an Assistant Director but only an administrative officer. While impetus has been given to archival actively by divisions of adminis-

* In the Madras State Archives, there is no specialisation and what we have at present is the administrative branch only, but which performs all the tasks of an Archives.

trative functions. This duty ranges from General Administration and Establishment, Accommodation, both office and residential. Budget, Accounts, Correspondence, typing etc. Thus there are 38 sections in administration with a Superintendent in charge of each section.

A-1 This branch is concerned with the General Administration and establishment, appointments, promotions, policy matters, disciplinary proceedings, and leave. A Superintendent is in charge of this section. He is assisted by two Assistants, one Assistant Archivist Grade II, one Upper Division Clerk, one Record Attendant and one Peon.

A-2. It looks after accommodation both official and residential. It also looks into matters of supply and services, C.H.S. Scheme, Book Distribution work, Stores, Welfare of staff and Despatches etc. In this branch the main branch is looked after by 8 persons, 1 Superintendent, 2 Assistants, 1 Upper Division Clerk, 1 Lower Division Clerk and 3 Peons. The Store Section is looked after by 1 Upper Division Clerk, a Record Attendant and a Shroff. The Despatch Section is in charge of one Upper Division Clerk, a Lower Division Clerk, a Record Attendant, a Shroff and 3 Peons. In the catering and C.H.S. Section there are 48 persons of varying grade.

A–**3**. This branch is concerned with budget, superintendence of pension, retirement, G.P. Fund, Insurance correspondence with Regional officers, development and plan. However, the cash unit is continued as A-4.

A–**5**. It is concerned with typing, comparing work of the department and duplication. There are 13 persons working in this section.

A-8. This section is concerned with Translation.

E.

THE COMMISSION BRANCH.

The Commission Branch of the National Archives deals with all matters relating to Indian Historical Records Commission, especially their Research and Publication Committee, and the preparation of the National Register of Records. It arranges

(1). The Annual Meetings of the Indian Historical Records Commission as well as the bi-annual meetings of the National Committee of Archivists.

(2) It prepares the agenda and other allied papers for the above meetings.

(3) It helps to maintain liasion with different State Archives on the activities of the two bodies.

(4) To implement the decisions of these two bodies so far as the National Archives and the State Archives are concerned.

(5) To arrange for the printing and distribution of the proceedings of these bodies.

(6) To correspond with the appropriate authorities on the cultural exchange programme.

The correspondence is mainly done in the preliminary stages through the Ministry of Education and the Ministry of External Affairs. The final correspondence is carried out even with the respective foreign governments directly.

(7). It attends to the general enquiry like the participation in different exhibitions.

(8) It enters into correspondence with the International bodies with which the National Archives is concerned namely, The International Council on Archives (An UNESCO Body with its capital in Paris), the Anglo-American Historical Council, the Business Archives Council

and such other bodies which might come into the picture. As an example of the function last mentioned, through the Ministry of Education it strives to procure Acetate foil and Tissue Paper both for the National Archives of India and the State Archives as recommended by The National Council of Archives.

(9) It also enters into correspondence with institutions and Boards of Trustees wherever the Director of Archives is a Member. The two conspicuous examples are :-

(a) **THE RAJAZA LIBRARY. RAMPUR, U.P.** :- This is one of the biggest manuscript libraries which formerly belonged to the Nawab of Rampur and handed over to the Government of Uttar Pradesh. This institution is now run by a Board of Trustees, consisting of Members from the Government of U. P., Government of India and the Representatives of the Nawab.

(b) KHAUDHA-BAKHSES ORIENTAL PUBLIC LIBRARY IN PATNA, BIHAR

The Director of National Archives is a Member, the Governor of Bihar is the Chairman, the Collector is the Secretary of the Board of Trustees. The Trustees meet once in 3 months. Though the library is under the control of the Bihar Government, the finance for running the library is provided by the Government of India. In this context, it may be said, for any financial aid for the T.M.S.S. Library, Tanjore the Government of Madras may move the Government of India, in the Ministry of Education for financial assistance.

A word may be mentioned about the function of the National Council of Archivists. It is a consultative body of the Heads of the State and Central Archives in the country to find out the ways and means for the smooth running for the different Archives in the country. Subjects like ideal building for Archives, Repairing materials ideal methods of repair of records and their arrangements and

Air-Conditioning are discussed in this Council. A perusal of the records on the proceedings of the Council reveal the contributions of Dr. Baliga, who had the privilege to represent Madras in the Council.

2.

The Indian Historical Records Commission [1] is a consultative body constituted by the representatives of the Archives and the Professors of Universities and learned institutions. They are concerned with the treatment of Archives for historical study, their publication, advancement of research and selection of editors for publication of documents, either in extenso or otherwise. This branch is looked after by 2 Assistant Archivists Grade I and one Peon.

F.

PREPARATION OF THE NATIONAL REGISTER OF RECORDS. [2]

It was in England at first that a Commission was appointed in 1836 by Government named as the Historical Manuscript Commission to go in to the question of Historical Manuscripts in the custody of Lords and important families of Commons in England. They were interested in the survey and publication of the manuscripts in extenso. However, as time went on, numerous reports about the existence of documents available with private families made steady stream for reproduction. But the Commission was satisfied by the application of National Register in which a survey of each collection of records unearthed was published. The semi published and semi official records were listed in the Accession Register of the countries but not published in the register. The National Register, as published by the Historical Manuscripts Commission, is an Annual Review of the Report of the collection of Manuscripts already listed.

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1. Note on Indian Historical Records Commission. R-2 Commission Branch.
1. Refer-Proceedings of the Indian Historical Records Commission, 1947.

In India, the scheme for the National Register of records was first recommended by the Research and Publication Committee of the Indian Historical Records Commission in the year 1947. But this project includes Public Records, Semi Public Records and Private Records. In 1957, the Government agreed to limit the proposals to private records only. In 1959, the Government of India agreed to give grant to the State Governments for the Survey and collection of records in private custody. Since then the work of survey and listing of private series is being done by the Regional Committees for Survey of Historical Records in private custody or by the State Archives Department. Wherever, it is agreed by the Governments of the respective States, the Director of the State Archives is the Convener for the Regional Committees.

The materials listed are received by the National Archives of India for the compilation of the Register. The National Register only publishes the list and it is not concerned with the acquisition of records. In India the Register is concerned only with documents and manuscripts. The Government of India, it appears is considering a seperate scheme for the collection and preservation of Historical Manuscripts in a few centres in India. To those States, which co-operate in the National Register Scheme, the Government of India gives by way of grants-in-aid a sum of Rs. 3,000 per year to each State, to meet a part of the expenses in that State towards survey and listing of records. The scheme is thus, jointly sponsored by the Government of India and the respective State Governments. The Regional Committees to which the survey is entrusted were born out of the Resolutions of Indian Historical Records Commission of 1942 to create a miniature of it in every Province and Indian State. They were entrusted with the task of location, purchase and acquisition of records as well as the Historical Manuscripts in Private or Semi-Public Organisation of individuals. Only the expenses for Ad-hoc committees were met by the Government of India and the regular expenses of the State Committees were met by the States.

G.

LIBRARY OF THE NATIONL ARCHIVES OF INDIA.

General :- The Library of the National Archives of India is under the control of the Deputy Director. It has more than 1,00,000 printed volumes. The library, provides the primary and secondary source materials for the Researchers. The published volumes include the inextenso publications of documents from the various Archives of India and abroad and complimented by books, gazettes, pamphlets and reports. The Librarian is expected to know the subject of each scholar on which he is working, so as to enable him to prepare a bibliography for the scholar. The librarian for this reason should know the existing collection of books and secondly, what books should be added to the existing collection.

THE FUNCTIONS OF THE LIBRARY.

(1) **Acquisition:-** Copies of publications are acquired by purchase, gifts, exchange transfer by the departments and institutions and books under the Registration Act. Thus reports, debates of Parliament, Gazettes, Monographs and books are acquired. The Librarian has always in eye on the books to be weeded out, and he prepares a list of them to be circulated among other libraries so that what may otherwise be weeded out can be usefully exchanged for an useful collection.

(2) **Accession :-** The books that are accessioned are registered as and when they come. The number in the register is transferred to the book. This helps to take stock and to trace the history of acquisition of the books when needed.

(3) (a) THE CLASSIFICATION AND CATALOGUING OF BOOKS.

The purpose of classification and cataloguing is to locate easily the books with the minimum loss of time. The system of classification in the National Archives is the

Dewy Decimal System . In preparing a catalogue, care is taken to print it for ready reference. Provision is always made to prepare supplementary catalogues. The catalogue includes the title and subject entries.

(b) THE PHYSICAL ARRANGEMENTS AND HOUSING OF BOOKS ON THE SHELVES.

Books should be so arranged that the Librarian should be able to "pick up the right book for the right person at the right time". The necessary accommodation, equipment, furniture and stationery are to be supplied to the library liberally. If virtue is knowledge there is no greater virtue than building up a library which is knowledge in itself.

4. LIBRARY SCIENCE.

An archival library is not a lending library but only a consulting library. However, books are issued for the researchers. Thus the library is concerned with the issue of books and their return. "Books are meant for use", so a reader is to be found for a book. Otherwise, it is tantamount to saying that the book is lost. Every book must have a reader and every reader must have a book.

5. REFERENCE SERVICE.

This is the most important function of the National Library. Reference service is of two kinds, long term reference service and short term reference service. These services can be done either in person or by post. One of the primary duties of the librarian is to assist the researchers to prepare a bibliography for his thesis and supply him the necessary materials on his subject which is a long term service. Reference to reports and allied materials may be searched for by the librarian and supplied to the scholars concerned.

6. PECULIARITIES OF ARCHIVAL LIBRARY.

Obviously an Archival Library is a centre for research. It is an institution within an institution. On no occasion, the personality of the library should ever be supppressed

by the archives. No doubt the library should not outgrow the archives. An archival library supplements the reference and research activities of the archives, of which it is an inseparable part. If the archival holdings are to be understood in its entirety, a library attached to that archives reflects a true picture of the historic, literary, political, economic and social problems of the State and their respective developments.

Even though an archival library has no access as in the case of other libraries, access is given to bona-fide researchers. They can refer to the book on the shelves and consult them inside the stack where suitable seating arrangements are provided.

(7) An Archival Library should establish an exchange relationship with other libraries and learned institutions throughout the World. Bibliographies on different subjects, in anticipation of future can also be prepared.

(8) Occasionally exhibitions may be held so that those who are in possession of valuable books may hand over to the library, the books in their custody for preservation and consultation.

(9) The Library should keep itself–ready to help the Archives in their publication programme by providing all the publication for their consultations.

(10) The Archival Library can keep itself in liaison with libraries within the State. A copy of the thesis of Researchers can be kept in the library for reference. Professors of the Universities may be invited occasionally to acquaint themselves with its holdings. An archival library should endeavour to build up a collection of serial publications on History and Archival Science. The holdings of the library may be distinctly divided, one part containing the Reports and Publications of the Government and the other the published materials that are acquired. Books of original value, well documented makes a good archival

collection. It is significant to state that the Reports on the Native Newspapers, as they are printed, are kept in the library and not in the Archives proper.

(11) An Archival Library is also the custodian of those prescribed publications secret and confidential publications and publications meant only for official use.

It is also possible for the Archival Library to develop a collection of the Newspapers of the State for future reference. Newspaper cuttings can be collected subject-wise, well indexed clipped and kept in the library for reference.

In the National Archives of India, the books are classified as general, are indicated by 0 in the Catalogue. They include the publications of the different Record Offices, the bibliographies, quarterly publications of the State Archives, published copies of the proceedings and consultations, indexes to the records of the State Archives, books on archival science, gazettes of India and the States. The classification of books are as follows :-

Books on Philosophy, Religion, Social Science, Linguistics Fine Arts, Literature, Geography, History, Biography Travels and Geology.

The shelf list, with index card is kept under lock and key with the librarian. Missing books are easily discovered on stock taking, because of the shelf-list.

Research Scholars who are given access to the library should leave the books on the table and it is left to the library assistant to restore these books to their respetive shelves. This avoids the misplacement of books.

ORGANISATION AND ADMINISTRATION.

Staff :- Librarian and his qualifications.

In the National Archives, the Librarian is an M.A. in History with diploma in Library Science and practical experience in public relations. In general, the Librarian should have the knowledge to prepare a comprehensive guide or handbook on the contents of the library. The librarian should assist the Archives in the fulfilment of its objective. In the National Archives of India the librarian is assisted by trained hands for classification, cataloguing, control of circulation, collection of periodicals and the exchange programme. In any Archival Library, the Librarian should be assisted by a qualified assistant in the preparation of bibliography and documentation of science.

It will be an ideal arrangement if a separate reading room as an adjunct to a library is provided with shelves for books for reference.

CHAPTER–IV.

REPORT ON THE STATE ARCHIVES OF WEST BENGAL, MAHARASHTRA AND ANDHRA PRADESH.

1. The State Archives, West Bengal, Calcutta[1].

The State Archives, Calcutta is the repository of the Archival accumulation of the Government of West Bengal. The State Archives is under the administrative control of the Department of Education. The Records of the East India Company pertaining to the administration of Bengal from 1758 to 1858 and the records of the Government of Bengal from 1859 to 1947 are retained for permanent preservation and maintenance.

Till 1960, both historical and current records of West Bengal were housed in the Secretariat Record Room, writers Building. To increase the facilities both for preservation and research, a new building was acquired in 1960 at 6, Bhavani Dutta Lane, College Street, Calcutta. This is a two storied building, and two additional stories are under contemplation. In 1962 all records upto 1901 were shifted from Writers Building to the 'Historical Section' of the State Archives. The Secretariat Record Room was renamed as the current section.

The Principal Series [2] of records relating to the period from 1758 are the records of the Revenue and Judicial consultations 1770–1858, the Proceedings of the General Department 1834–1858, Education Department 1848–1858, Ecclesias-

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1. Vide–The Article by T. K. Mukerjee, Assistant Director of Archives, West Bengal, Quarterly Review of Historical Studies Vol. 17, No. 1, 1967–1968.
2. Vide–The Information on the Records–West Bengal.

tical Department 1834–1858, Political Department 1834-1858 and the Board of Trade–Commercial 1774–1835. The records prior to the year 1770 are fragmentary, for they are either in Madras, or, what was left in Bengal was destroyed at the time of the siege of Calcutta by Siraj–ud–Dowla.

The Revenue and Judicial records in Bengal were actually created by the Central Administration of the East India Company, yet unlike other records, they are retained in Calcutta. These records have an all India value. They deal with the early British land settlements in Bihar, Orissa, Assam and Western Provinces.

The records upto 1901 at present accommodated in the Historical Section of the State Archives are open to bona-fide Researchers. Records both confidential and non confidential, which are 40 years old, have been thrown open to bona–fide Research Scholars. However, the confidential records are not yet transferred to the State Archives, they are still kept in the custody of the respective departments. The Archives have published the list of subjects on which research has been done.

The State Archives, West Bengal is headed by a Director (Scale of pay Rs. 500–50–1500–the post vacant for the present) and assisted by an Assistant Director on a scale of pay on Rs. 325–30–470–35–1000. The minimum qualification is Master of Arts. They have jurisdiction over the two sections of the Archives, viz., the Historical Section and the Current Section. Each section is placed under a Keeper of Records, on a scale of pay on Rs. 400–25–600. They are assisted by Assistant Archivist, Senior Assistants, Lower Division Assistants and Typists.

There is a Mending Department in each of these sections The Senior Mender (3) Grade I is paid Rs. 140–4–200. The Junior Mender (4) Grade II is placed on a pay scale of Rs. 100–3–136–4–140. Ordinary Mender is paid Rs. 80–1–85–2–105. The scale of pay of the Binder is Rs. 125–3–140–4–200.

Tissue repair and repair by Glazin paper are done in the Mending Section. Thin flour paste, mixed with copper sulphate, oil of cloves and barium carbonate, is used in mending. Thick flour paste is used for binding. Animal glue is used for backing. Hard canvas is generally used for binding. Bond paper is used for backing and binding.

Napthalene Bricks are kept in every rack. Wooden shelves are painted with creosote. Cement saucers placed at the foot of every rack is filled with phenyal and kerosene mixture. It is very significant to note that each section of the Archives has 8 peons each. specially employed for dusting on a scale of Rs. 60–½–65–1–75 per head. There are 4 vacuum cleaners in the Historical Section besides, dusters and brushes used for cleaning.

Fumigation is done by making use of Thymol and Para-di-chloro-Benzene. The Assistant Archivists in the Historical Seetion are concerned with Press Listing, Cataloguing Indexing and Descriptive Listing. Their minimum qualification is M.A. In regard to promotion through the Department they should be graduates, with a Diploma of the National Archives of India.

The Assistant Archivists in the current section are concerned with the Weeding and Reference. They are guided by the 'Destruction Schedule' and the marking on the files.

There are nearly 115 people of varying grades working in these two sections.

In the Historical Section, Records are housed in 4 stacks. The total number of volumes are estimated to be 37,000 and the number of bundles 26,000. A similar number of volumes and bundles are available in the Current Section.

2.

THE STATE ARCHIVES OF MAHARASHTRA, ELPHINSTONE COLLEGE BUILDING, BOMBAY.[1]

ITS EARLY HISTORY AND DEVELOPMENT.

The circumstances that led to the establishment of a Record Office at Fort William has a very interesting origin. In 1819 the Court of Directors of the Honourable East India Company requested the Governor-General in Council to take early and decisive measures for ascertaining and securing the rights and interest of the various classes connected with the landed property. The Supreme Government accordingly established a general Record Office at Fort William for the preparation and preservation of Public Records relating to landed properties in Bengal, and forwarded copies of the Proceedings in the matter to the Government of Bombay, suggesting the adoption of similar arrangements in the Presidency of Bombay. This led to the establishment in 1821 of the Bombay Record Office for the deposit of the Records of the Secretariat Office and of the other offices in the presidency towns.

The Record Office was first accommodated in a private house in Elphinstone Circle. In 1832, however, they were deposited in the office of the Secretary in the old Secretariat Building. In 1874, it was moved into the present Secretariat Building in Mayos Road.

However, the Record Office was housed in Elphinstone College Building in 1888. The records are housed in the ground floor and the first floor.

From 1920 to 1947, the Bombay Record Office was in charge of the Directorate of Information. But the day to day administration was looked after by the Record Keeper. This designation was later changed as Superintendent of

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1. The Early History and Development of Bombay Archives by the Director of Archives, Maharashtra letter dated 13-4-1968.

Records. But in July 1947, a full fledged officer designated as the Director of Archives, Government of Bombay was appointed. He was also given additional charge of looking after the Historical Monuments in the State of Bombay in 1949, The Government Museums in the State were also placed under his control since 1951. In 1955, however, a separate department of Archaeology was created. But the Director of Archives still holds the charge of the department of Archaeology. Thus the designation has been changed to that of "The Director of Archives and Archaeology", Maharashtra State from the old designation of Director of Archives and Historical Monuments since 1965.

NATURE OF RECORDS.

The State Archives, Maharashtra controls directly the Archives of the Secretariat, of the Government of Maharashtra and advises the Alienation Office, Poona in the matter of Preservation of Records and preparation of publications. It also controls the Kolhapur Record Office. It is consulted by other Government Offices on Technical problems like preservation and arrangement of Records. The contents of the Bombay Record Office are mainly the records pertaining to the Proceedings of the governing body of the Western Presidency, originally the President in Council at Surat, afterwards Governor of Bombay in Council, and the correspondenc, documents and books received by that body. The total number of records available may be classified as follows :

(1)	Bound Diaries of the period prior to 1820 Total number of volumes.	7,233
(2)	Records of the Secretariat Departments from 1820 onwards.	76,177
(3)	Outward Registers.	1,656
(4)	Inward Registers.	3,000

(5)	Printed Records like Civil List, Gazetteers, Abstracts of Proceedings etc.	8,62,782
	Files	4,59,147
(6)	Gujarat States Regional Records Bound Volumes and Files.	1,11,261
(7)	The Rest of Miscellaneous collections.	

It is calculated that it has a total collection of 4,31,000 volumes and files. In addition to that there are 1,000 files of old Newspapers like the Bombay Courier, the Times of India and the Bombay Chronicle.

ORGANISATION.

The Bombay Archives is organised into two branches. Each branch placed under a Superintendent. But both of them are under the Director of Archives and the Assistant Director. The Historical Section is housed in the Elphinstone College Buildings and the Current Section, named [1] Sachivalaya Departments are housed inside the Secretariat Buildings.

FUNCTIONS OF THE DIRECTOR,

(1) General Supervision of the Department of Archives and Archaeology, Government of Maharashtra.

(2) Inspection and Acquistion of Historical Records and Ancient Manuscripts in the State, their preservation and publication.

(3) Inspection and Acquisition of Historical Records in private custody, as in the case of Persian Records in the State of Satara.

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1. See the Manual of Office Procedure, Government of Maharashtra, the Department of Archives, Bombay.

(4) Issue of certified copies to public.

(5) A Member of the Advisory Committee of the Alienation Office, Poona and the Committee on the Survey and Settlement Records.

(6) A Member of the Maharashtra State Board of Archives and Archaeology.

(7) To represent Government at the meeting of the Indian Historical Records Commission and Research and Publication Committees of the National Committee of Archivists and meetings of the Central Advisory Board of Museums and Archaeology.

(8) To Supervise the subordinate officers under Archives and Archaeological Department at Aundh, Kolhapur, Poona, Aurangabad, Nagpur and general supervision of grants in aid to the museums.

The Assistant Director is an M.A. He attends to (1) the Publication Programme on historical records, (2) Acquisition and Inspection of non-current records in the State Archives, (3) Supervision over staff of the Research Section and distribution of work among them (4) Preparation of hand listing and cataloguing of Historical Records (5) Preparation of Maharashtra Archives Bulletin (6) Preparation of Annual Reports of the Department (7) Maintenance and up keep of Archival Library (8) To guide bona-fide Research Scholars, to conduct research in Bombay Archives and to assist the Director in discharging his duties.

THE SUPERINTENDENT.

(1) Supervision over the Administrative Section.

(2) To attend to the problems of preservation, arrangement and maintenance of records.

(3) Establishment.

(4) Budget.

(5) Supervision of repairs.

(6) Weekly Report on dusting and white ants.

(7) To attend to permission of researchers.

The Assistant Superintendent is in charge of reference, to prepare budget for subordinate officers, etc.

The Research Assistant is in charge of hand listing and cataloguing of old Historical Records of the Land alienation Office, Poona and Kolhapur Record Offices.

The Cashier is in charge of Bills.

The Issue Clerk and the Receiving Clerk attend to requisitions and restoration.

MENDING AND REPAIR SECTION.

This section attends to repair and binding. Chiffon repair is very popular.

There are vacuum cleaners for dusting. Weeding is done in the Current Record Office. It is done by the creator. Uniforms are provided for the peons. They are supplied with two pairs of Uniforms per year. There are nearly 100 people working in different categories in the different establishments. [1]

3.

THE STATE ARCHIVES, ANDHRA PRADESH.

The State Archives, [2] Andhra Pradesh, Hyderabad is the repository of the Administrative and Historical Records[3]

1. Vide Appendix VIII
2. Note on Archives of Andhra Pradesh.
3. Vide-Note by V. K. Bawa, I. A. S., a decade of progress in the State Archives of Andhra Pradesh.

of the State of Andhra Pradesh. It possesses not only the recent administrative records of the State but also Medieval Historical Records of the Deccan both in Persian and Marathi dating from the days of the Mogul Emperor Shajahan. The State Archives of the Government of Andhra Pradesh is the successor to the Central Record Office of the erstwhile Hyderabad State which originated from the Dafter-i-Diwani-Wa-Mal. The Dafter-i-Diwani and Dafter-Wa-Mal were fountains of authority functioning directly under Asafjahi rulers and diwans. The administrative set up, civil and military, under Asafja First (1724–1748) was in many respects similar to the Moghul administration as in regard to matters pertaining to the military, appointment and supervision of the revenue officials, purwanas, revenue and police functions. However, as a major part of Andhra Pradesh belonged to the erstwhile composite State of Madras, due importance is given to the records transferred from the Madras State Archives.

The main categories of records[1] of Andhra Pradesh Archives are

(1) The Secretariat records of the Madras State 1920-1952. The Secretariat records of the Composite Madras State which relate exclusively to the Andhra District were separated and transferred to Hyderabad. They relate to the period from 1920-1952. They appear to be the most valuable records both from the administrative and historical point of view. These records are in English.

(2) The Secretariat records of Andhra State, the records of the Government of Andhra from 1953–1959, are deposited in the State Archives.

(3) The records of the Government of Andhra Pradesh from 1959 onwards are deposited in the interim Repository of the State Archives of the Andhra Pradesh.

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1 Archives of Andhra Pradesh (published by the Central Record Office, Andhra Pradesh, January 1960).

(4) It contains the Secretariat records of the ex-Hyderabad State 1853–1956. The Official Language of Hyderabad was changed from Persian to Urdu at the end of the 19th century. The documents are in Persian, Urdu and English. It also contains, Manuscripts in Persian, Arabic and Urdu.

(5) The Archives has also acquired from important families in Hyderabad, the family papers kept by them. They are acquired from the Salarjang Committee. The main collections are

(a) Salarjang Collections.

(b) Panchaki Collections and

(c) Rajendra Collections.

The documents are mainly in Persian, Marathi and Urdu languages. Besides these there are individual documents also.

The State Archives has published several interesting Historical publications[1] in Persian which shed light on the Revenue Administration. The selected document on Shajahan's reign published by them relates to the study of the four Subhas of Mogul Deccan under the Viceroyalty of Prince Aurangazeb. They have also published the selected Waqat of the Deccan (1660–1661), the chronology of Modern Hyderabad (1720–1819 A.D), News Letters of Nizam Alikhan's reign 1767-1799 A.D. and the like.

The Andhra Pradesh Archives, of all the State Archives in India, is the most modern and most well organised State Archives. It is organised on the pattern of the National Archives of India. The Director of Archives is the Head of the Department. The Archives is organised into 4 branches, each branch is placed under an Assistant Director.

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1. Historical Publications of the State Archives, Government of Andhra Pradesh Hyderabad.

DIVISION-1.

This branch is concerned with general administration and establishment. He is designated as Assistant Director, Administration. He is also placed in charge of Accounts, Stores, Preservation Liaison, Buildings, Expansion of staff and establishment. He is assisted by 2 Superintendents, 5 Upper Division Clerks, 5 Lower Division Clerks, 3 Typists, 5 Attenders, 1 Foreman, 1 Assistant Foreman, 1 Chargeman and 15 Menders and Binders. The Foreman and the Assistant Foreman are incharge of mending and the Chargeman is entrusted with the task of preparation of carton baxes.

DIVISION-2.

This branch is concerned with the Research and an Assistant Director is entrusted with the activities concerning this branch. It is concerned with fellowships [1] Monographs, Documentation, Cataloguing, Library, the Archival Museum and providing Information for Researchers. It is significant to state that there are interesting innovations in this branch.

THE RESEARCH FELLOWSHIP SCHEME.

According to this scheme, there are 6 full-time Fellowship worth Rs. 300/- per mensem. Seven part-time Fellowship worth Rs. 150/- per mensem. Both these fellowships are tenable for two years. This scheme is really attractive. The State Archives with its varied collections has enriched itself by associating Research Scholars in bringing to light the rich materials that are preserved in them. The Archives in this respect appears to be a miniature university.

THE MONOGRAPH SCHEME.

The Monograph Scheme [2] is similarly attractive and is an interesting innovation. In order to encourage writers,

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1. Research Followships Scheme, 1967-68, Government of Andhra Pradesh to the State Archives.
2. Monograph Scheme of the State Archives, Andhra Pradesh.

who would utilize Archival sources, especially in Hyderabad, for writing Monographs and publishing such Monographs and thesis on Modern Histoiy of Andhra Pradesh and on technical aspects of Archival keeping in India, the Government of Andhra Pradesh have instituted a Monograph series scheme under the Fourth Five Year Plan Scheme of the State Archives, Hyderabad. The subsidy is Rs. 1000/- This is for the publication of their thesis or Monographs.

THE DOCUMENTATION CENTRE.

The Indian National Documentation Centre has opened a branch in the Archives.

Another interesting feature of the Archives is that the special publications like Encyclopedia, the Proceedings of the American Congress, the Debates of Parliament are acquired by the Library to help Researchers.

The Archives have two Museums. One is the Historical Museum and the other is the Archival Museum. In the first one mentioned, the sanads, the Purwanas, Manuscripts and Seals are displayed in the show case where public are entertained once in a week to have an idea about the Archives. The Archival Museum displays the nature of the records, how they are acquired how they are arranged, mended and preserved. In Public Exhibitions the Archives displays their functions like Restoration Preservation, Dusting, and the arrangement of records. This branch is assisted by 3 Archivists, 1 Librarian, 1 Assistant Librarian, 3 Assistant Archivists, 1 Photographer, 4 Upper Division Clerks, 4 Lower Division Clerks and 4 Attenders. This division in short is concerned with promotion of research and providing the necessary research facilities for scholars.

DIVISION-3.

PLANNING.

This division is concerned with the overall Archival matter, the constitution and working of various committees

constituted for the better administration of the archives, records and reference. As the State Archives is recently constituted, there are plans for the establishment of regional repositories, and as the Government is eager to carry out effective and useful supervision of the·records lying with different collectorates, Planning and Committees are necessary. There are 3 Archivists, 1 Superintendent, 4 Assistant Archivists, 5 Lower Division Clerks and 5 Attenders.

DIVISION-4.

The interim Repository is situated within the Secretariat Buildings of Andhra Pradesh. The Interim Repository is in charge of an Assistant Director. He is assisted by an Archivist for supervision and reference work. He is also assisted by two Assistant Archivists, 4 Upper Division Clerks, 6 Lower Division Clerks and 7 Attenders.

There are thus 160 persons of various grades working in the different divisions. The Archives has 3 large Stack Rooms.

The State Archives, Andhra Pradesh has decided to introduce carton boxes for the preservation of nearly 5 Lakhs of files. To help the publication programme it has acquired a Micro-film Unit. Regular Lecture programme for the benefit of the staff are arranged. The Archives takes initiative in the collection of photographic albums also. The pay scale for the different categories of staff may be referred to in the chart appended to the report. It is welcome, that to help the development programme of the State Archives, the Government of Andhra Pradesh has included Development in the Plan Scheme of the State. In 1961-1962, the Government allotted 19 lakhs to be spent over a period of 4 years. In 1965-1967 the Archives was allotted one lakh of rupees. For 1967-68, 2.7 lakhs of rupees had been allotted. For further development for 1968-69 another 2.75 lakhs have been sanctioned by the Government of Andhra Pradesh.

CHAPTER-V.

THE MADRAS STATE ARCHIVES.

Madras is a familiar name to Historians, Administrators and Archivists throughout the World. Madras has been complimented as the 'Intellectual Capital' of India and the Government of Madras had been praised universally as the "best administered State in India".[1] The Archival holdings of the Government of Madras, preserved in the Madras State Archives reflect the truth that Madras had earned a reputation in all the periods and this is true also of the modern period, as seen from the days of Chennappa Naick, the days of the Dutch, the French and the English. How Madras changed hands and finally came under the sway of the English forms the background for the History of Madras. The history pertaining to South East Asia, the Factory of Bengal, the administration of the English settlements in the Middle East and Bombay are reflected in the records of Madras. Along with Surat and Bantang, Madras had been one of the vital trade centres for the English. The Government of Madras had associated themselves with many brilliant administrators from the days of Gen. Clive and Dupleix down to the many reputed Statesmen of our time. The records created by Lord Clive, Munro, Bentick, Harris, Trevelyn and a host of others make an illuminating ground for the study of the history of Madras and India. The records relating to the reforms of Lord Ripon, the inception of the Congress, the Movement of Tilak for Swaraj, the work of Mrs. Beasant for Home Rule Movement, the birth and growth of the Justice Party and the rise of the Non-Brahmin Movement,[2] along with

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1. See the remarks of Pandit Nehru, Lal Bahadur Shastri and others

2. Madras in the Struggle for Independence, Dr. B. S. Baliga, Madras Record Office, 1957.

an awakening of the Depressed Classes upto the present day, are some of the subjects which are suggestive of the wide canvass, which depict the variety and richness of the collection in the Madras State Archives. Thus, it forms part of the residium of vibrant national movements and the administrative measures of the Government in this period of transition of power.

Again, the enquiry in 1854 into the question of the extensive employment of torture in Police and Revenue cases in Madras as in other States and the Report [1] of the Commission on Torture in Madras is a classic and a Guide to the subsequent re-organisation of government departments. Police was separated from Revenue, and the Judiciary was separated from Revenue as well as Police. Thus was born an independent Police Force and an independent Judiciary. Marathi, which had been the official language in the Revenue Department in the Districts was replaced by English. For default of the payment of Revenue, legal procedure took the place of torture. Even the personnel of this department was re-organised. Thus the period starting from 1854 sheds much light on the birth of Modern Madras.

The old composite State of Madras comprehended within itself a vast territory comprising a major portion of the present State of Andhra Pradesh, a part of Orissa, a part of Kerala and a part of Mysore, thus embracing 5 major linguistic areas. Its control extended upto the river Narmada and commanded a strategic position in the map of India. In this region, the University of Madras started in 1857, and its predecessor the Madras University, were the chief centres of learning. Thus it pooled the resources of a very vast region and attracted the intellectuals of a wide area. The problems that confronted the State were of immense magnitude, both in the days of the 'War of Indian Independence' and thereafter. Her relationship with the princely States, the poligars and then the zamindars, with

1. Report of Torture Commission, 1855–Vide Chapter III, 'The Eclipse of the Company's Rule in Madras' August 1960 (Thesis).

the different linguistic groups, the various communities, religious groups and sub-groups are evident from the records. Irrigation and irrigational projects, agriculture and its expansion, growth of industries, spread of education, propagating democratic ideals and preparing the way for the final transfer of power in 1947 are some of the attractive subjects that would engage any historian of the present day or of the future. The services that Madras had rendered to the Government of India in the administration of the country and the contributions it had made towards stabilising, security and peace in this vast subcontinent are also depicted in the State papers. Men of outstanding talents, who had made an indelible impression as social reformers, eminent administrators, brilliant Parliamentarians who also contributed to the ideals of 'International Brotherhood', international solidarity and peace, thus live through the ages, as they live in recorded history. Their services refresh our memory as they are gleaned through the records preserved in the Madras Archives.

The attention of the Government of Madras[1] was first directed to Archives in 1837, a year previous to the passing of the Public Record Office Act of 1838 in England. However, the first systematic arrangement of the records was done by Mr. W. Huddleston, during the Governorship of Lord Harris 1854–1858, on the instructions of the Court of Directors in 1855. In 1860, Mr. Talboys-Wheeler[2] was entrusted with the work. This was followed by the Publications of Mr. Huddleston in 1871, Mr. Pringles in 1893, the Publications of Mr. Dodwell in 1911.

The growth and development of administration in Madras from a small factory to a complex mechanism of a modern Government really makes a very fascinating study. Madras [3] enjoys the distinction of being the oldest of the 3

1. A Guide to the Records preserved in the Madras Record Office by Macqueen.
2. Handbook to Madras Records, J. Talboyswheeler.
3. Vestiges of Old Madras by Henry Davison Love, Vol. I, London, 1913.

Presidential Cities and for a considerable period it was the only fortified stronghold of the East India Company. Fort St. George was erected before Bombay was ceded and Calcutta was founded as an English Settlement. The origin and growth of Departments itself offers the ground for an animated study. Thus we find, the Dutch Records form the earliest collections. Of the records of the East India Company, the description and development of Departments are as stated below:-

(1)	Public	1670 onwards.
(2)	Military	1752 1895
(3)	Revenue	1774 onwards
(4)	Board of Revenue	1786 onwards
(5)	Secret	1796 1850
(6)	Judicial	1798 1928
(7)	Political	1800 1936
(8)	Finance	1811 onwards
(9)	Ecclesiastical	1818 1936
(10)	Marine	1838 1936
(11)	Public Works	1843 onwards

The records of all Departments prior to 1857 or the pre-Mutiny records are housed in Block 7.

Apart from the records of the regular departments mentioned above, nearly 3,000 volumes of records belonging to the defunct department[1] like Madras Mint, the Native Pension Fund, the Coroners Records, Ledgers and Journals, the records of the Adjutant General, the Mayor's Court, the Surgeon-Generals records, the Dutch and the

1. Short Note on the Madras Records preserved In the Madras State Archives.

Danish records, Maps and Plans, records acquired by the Regional Committee for Survey of Historical Records, the Tanjore Raj Records, the Persian records of the Nawab of Arcot, are also housed in the Madras State Archives besides the premutiny records of the District Courts and the High Court. The Pre-Mutiny records of the District Collectors are also housed in Block 7.

The records from 1857 onwards are housed Department-wise in the different Blocks as enumerated below. Afte- this period, we find an additional growth in the functions of the Government. This is true of the period of transition of power which started from Ripon and as seen after every Parliamentary enactment.

BLOCK-1.

(1)	Public Department	1857 onwards
(2)	Petition	1857 1882
(3)	Military	1857 1895
(4)	Political	1857 1936
(5)	Ecclesiastical	1857 1936
(6)	Education	1861 onwards
(7)	Petition Endt.	1876 1885
(8)	Medical	1916 1920
(9)	Home (Misc.)	1916 1921
(10)	Revenue (Special-War)	1919 1920
(11)	Public Health	1921 onwards.
(12)	Public (R. D. P.)	1957 1959
(13)	Rural Development and Local Administration (R.D)	1959 1960

BLOCK-2.

The Publications of the Oriental Manuscripts Library and the Electoral Rolls of the Constituencies of Madras are temporarily housed in this Block. It is highly desirable that the publications of the Manuscripts Library should be transferred from this office as early as possible so that the records kept in other blocks too close for want of space may be rearranged on scientific lines, and this stack space can also be released for housing fresh records transferred from the Secretariat.

BLOCK-3 (Stack 5).

Contains the records of the following Departments.

(1)	Finance	1857 onwards.
(2)	Judicial	1857 1922
(3)	Finance (Pension)	1857 1942
(4)	Legislative	1862 1936 (March)
(5)	Finance (Book Branch)	1901 1906
(6)	Law (General)	1921 1936
(7)	Judicial (Magisterial)	1923 1924
(8)	Judicial (Police)	1923 1925
(9)	Judicial	1926 1928
(10)	Public (Police)	1929 1936
(11)	Finance (Code)	1926 1927
(12)	Home	1936 onwards
(13)	Legal	1936 (April) 1953 (Oct.)

(14)	Home (Passport)	1946 onwards.
(15)	Law	1953 onwards. (Nov.)

BLOCK-4 [1] (Stack 2)

(1)	Revenue	1857 onwards
(2)	Separate Revenue	1915 1925
(3)	Revenue (Special)	1918 1920
(4)	Law (Registration)	1921 1936
(5)	Development	1921 1953
(6)	Food and Agriculture	1946 onwards
(7)	Firka Development	1947 1950
(8)	Rural Welfare	1950 1953
(9)	Food Production	1950 1956
(10)	Industries, Labour and Co-operation.	1953 onwards
(11)	Industries, Labour and Cooperation (Special)	1956 1960.

BLOCK-5 (LIBRARY).

Block No. 5 contains the Archival Library of the Madras State Archives. There are nearly 6 lakhs of books and publications housed here. The shelving arrangement is similar to that of other blocks. The books that come to the library are generally acquired from the following sources .-

Books received from the Registrar of Books on an average of about 1800 to 2000 from 1867-1966 in all the languages, predominantly in South Indian Languages.

1. Note on Madras (Administrative History of the Madras State).

(2) Government Publications.

(3) Madras Record Office Publications.

(4) Government of India Gazettes.

(5) Fort St. George Gazettes.

(6) Madras Legislative Council, Madras Legislative Assembly Debates.

(7) Indian Historical Records Commission.

(8) Other Departments of Government.

(9) Important periodicals and magazines relating to Archival matter from Archival bodies abroad.

(10) Publications received on cxchange basis and by purchase.

(11) Books transferred from the Secretariat Library.

BLOCK–6.

(1)	Public Works Department	1857	onwards
(2)	Marine	1857	1936
(3)	Railway	1870	1924
(4)	Irrigation	1877	1926
(5)	Finance (Local)	1885	1920
(6)	Municipal	1885	1920
(7)	Local Administration	1921	1960
(8)	Rural Development and Local Administration.	1961	1963.

BLOCK-7.

Over and above what has been mentioned earlier about Block 7, it contains the Strong Almirah Documents, which includes the Bonds, the Debentures and the Agreements in which the Government are a Party.

BLOCK-8.

Block 8 contains the records of the following Departments.

I.	Board of Revenue (Transferred every year after 10 years of custody at the Board of Revenue).	1786 1957
	(a) Board's Consultations upto	1857
	(b) Land Revenue and Settlement.	1857 1886
	(c) Board of Revenue Settlements- Survey of Land Records and Agriculture Department.	1887 1921
	(d) Board. (Land Revenue and Settlement.)	1922 1957
II.	Inam Commissioner's Disposals	1858 1945
III.	Inam Deputy Collector's Disposals	1858 1869
IV.	Printed Proceedings Volumes of Board of Revenue.	1858
V.	(a) Board of Revenue (Forest)	1886 1918
	(b) Chief Conservator of Forests	1919 onwards

VI.	(a) Board of Revenue (Separate Revenue)	1887	1924
	(b) Merged with the Commissioner of Excise	1925	1947
VII.	Court of wards Records. (No index for records from 1943 onwards)	1898	onwards
VIII.	Settlement Registers, Inam Fair Registers Sheets and Estate Service Inam Registers etc.		
IX.	Board's General Reports.		

BLOCK–9.

Block 9 contains the following records.

(1)	Mounted Litho Maps (Village Maps)	1866	1956
(2)	Village Survey Maps	1896	1952
(3)	Unmounted Litho Maps in rolls	1886	1956
	(a) Soil Block Maps	1906	1922
	(b) Blue Prints	1906	1907
	(c) Blue Print Tracings	1906	1907
(4)	Amin Field Measurement Books	1866	1872
(5)	Traverse Field Book	1866	1965
(6)	Traverse Sheets	1866	1965
(7)	Maps, Plans and Touring Maps	1866	1956

On a modest estimate there are nearly 30,000 volumes. 50,000 bundles, 6,00,000 books and publications and more than 6 million files in the State Archives, and such a vast collection of records with a rich content is no where available in the East.

Each of the Record Block is in charge of a Referencer who is either a Lower Division Clerk or an Assistant except the confidential section which is in charge of an Office Assistant. Their minimum educational qualification is a pass in S.S.L.C. Examination as a prescribed minimum. They are assisted by Attenders and Peons who help in the collection and supply of records to the various departments of the Government, Heads of Departments and Research Students for their reference. A Referencer in charge of Block 7 also attends to the requirements of Research .Scholars. The Library also is in charge of a Referencer.

MENDING SECTION.

There are 20 Menders, 7 Mending Attenders and 2 Binders with a clerk and an Office Assistant in charge of this section. In the Madras State Archives, chiffon repair is popular.

The fire fighting equipments, stationary, repair materials etc., are under the charge of the Office Assistant of the Mending Section.

REPRINT SECTION.

A programme of the Reprint of Catalogues and Indexes and the Publication in extenso of Historical Records from 1760–1800 has been drawn up and this publication work is done by the Reprint Section consisting of an Office Assistant, 3 Upper Division Clerks and 2 Typists. In times of need the personnel of this section are posted as Referencers.

ADMINISTRATION.

The Office has one Superintendent who has control over the entire staff barring the Research Assistant. An Assistant is in charge of Accounts and Cash, and another incharge of establishment and general correspondence, a lower division clerk attends to telephone and despatch. This general section has a typist and an Attender.

The Assistant Director is the appointing authority for the members of the Last Grade Servants and the General Subordinate Service excepting the binders. He assists the Director in the discharge of the functions and in the general administration of the office.

The Head of the Department is the Director who is directly under the control of the Public (General-M) Department of the Government of Madras with the Chief Secretary as its head. As for ministerial responsibility, the Chief Minister of Madras is the ultimate authority.

PART-B.

RECOMMENDATIONS.

The Madras State Archives needs reorganisation from the point of view of Archival principles and if it has to fall in line with the general archival arrangements that are prevalent in the National Archives of India, New Delhi and the State Archives which I have visited. I recommend to Government the general reorganisation of the Madras State Archives into 4 divisions, namely, Administration, Records, Preservation and Publications, each division to be placed under an Assistant Director. But to start with, the base should be strengthened first.

(1) ADMINISTRATION.

What we find now in the State Archives is only the Administrative Division which projects itself into every other division. The functions and duties of the administrative section have to be confined to matters relating to General Administration and Establishment and Finance. To increase the efficiency of administration an internal telephone system may be introduced. The post of Establishment Assistant and Accountant may be up-graded to be looked after by an Office Assistant in each section. The administrative branch can have the functions as mentioned in the chart-Vide Appendix VII. According to the distri-

bution of work in the chart, five Office Assistants, five Assistants, eight Clerks, three Typists, 5 Attenders and 10 Last Grade Servants (one Duffadar, one Durwan, one Assistant Durwan, one Gardener and 4 Sweepers 2 Sanitary Workers) may be necessary. This unit can work under an Assistant Director, helped by the Superintendent. The Office Assistants may be designated as Assistant Archivists. At present the Administrative Section consists of an Assistant Director, Rs. 300–25–450, one Superintendent on Rs. 250–300, one Assistant, Two Clerks, one Typist 2 Attenders, 4 Last Grade Servants, one Duffadar, one Durwan, one Assistant Durwan, one Gardener, four Sweepers and one Sanitary Worker. The pay scale of the Assistant Director may be suitably raised as recommended by the Estimate Committee 1965–1966. The Director may be entrusted with the authority to confirm the appointments made by the Assistant Director so that he can bring about a morale among the Ministerial staff.

(2) RECORDS.

A.

INTERIM REPOSITORY

(The Present Central Records Branch)

The Madras State Archives, as it is the custodian of all Governmental records both current and non-current, it is necessary that the Central Records Branch of the Secretariat should also be placed under the control of the Director of Archives. The advantages in this scheme would be that in regard to arrangement, and preservation, the preliminaries can be done in the Central Record Branch itself as most of the Secretariat records make their way to the Archives only through the former branch. It is regrettable to note, a fair portion of the records transferred reach the Archives damaged which need immediate mending. The Superintendent of the Madras State Archives who is conversant with arrangement and preservation of records may be promoted as Assistant Director and may be placed in charge of this branch. This involves no expenditure to Government but

this would save thousands of rupees from the point of view of preservation every month in the long run. This arrangement will be in consonance with the control exercised by the Director as in the case of the current record offices, Calcutta, the Sachivalya in Bombay and the Interim Repository in Hyderabad. The Director may also be empowered to supervise the record rooms of the Board of Revenue and other Heads of Departments to help preservation and arrangement of records.

B.

(a) In the State Archives, candidates with a minimum qualification of Master of Arts should be posted in charge of each record block. They may be designated as "Assistant Archivists" on a scale of pay of Rs. 250–400. To supervise these blocks an Archivist Grade I may be appointed. In addition to providing information and supply of records for requisitions, they should devote their time in the study of records belonging to the various departments so as to acquire a thorough knowledge of the records, and thus prepare themselves to become conversant with the preperation of guides, handbooks, catalogues, compendiums and monographs on records.

(b) For conducting reference and attending to research cases from Government including preparing answers to questions of Legislative Assembly and also to attend to the References from Public, an Archivist with a Post-Graduate Degree may be appointed.

(c) The Research Hall may be placed under the charge of an Archivist with a Research Degree. His functions should be to attend to the requisitions of the research scholars, to guide them to get at the records from the various blocks and to supervise their Notes before release. He should also attend to the correspondence of the Research Scholars. It is worthwhile to state that a new separate Research Hall is necessary on the model obtaining in the National Archives of India. Further special facilities may be offered to Heads of Departments, Chairmen of Committees

and other important officers to study the various papers in the Archives, whenever there is a need for them to consult a wide range of records. If the Government is so pleased a scheme can be drawn up for a period of study at least for three months for those selected for the post of Deputy Collectors. They can submit a paper on any aspect of the Revenue administration of a particular district after a study of the records. The extent of the period for study need not be more than five years. This training may be very useful both to acquaint themselves with the records of the Madras State Archives for their future reference and for the application of their knowledge in the districts where they may be posted. This knowledge combined with their probation in the districts would make them fit both in theory and practice. This can apply to those recruited for the All India Services and allotted to our State. Professors, Assistant Professors and Assistant Lecturers in Government Arts Colleges may be encouraged to acquire research degrees. If Research Degrees are prescribed as a qualification necessary for promotion as Professor and Lecturer there will be enough inducement for them for research. After three years of teaching experience. a confirmed College Teacher should by rule regulated to go on study leave. This is one way of preparing the teacher for enlarging his horizon of knowledge, They may be paid full pay during their period of study in the Madras State Archives.

(d) The Records Division may also be empowered to acquire private papers, rare books, and manuscripts and periodicals from India. Ceylon, Malaya, Java, Sind, Africa and International Museums connected with Tamil History and Culture. They can also acquire the back numbers of Indian News Papers from Madras State. They can also acquire sound recordings and film recordings, micro-film copies and manuscripts from all over India and abroad. This may from the neucleus of a Public Record Office, which can function under the overall supervision of the Madras State Archives. Inspiration may be drawn from the Public Records Office, London, the National Archives of India and the Nehru Memorial Library which are pioneers in this field.

(e) Instead of centralising the District Records in the Madras State Archives, four Regional Repositories in Madras State may be organised to centralise the non-current records of the various Collectarate as it is now being done in Andhra Pradesh. They may be placed under the general supervision and control of the Director. Thus the records of the districts of Kanyakumari, Tirunelveli and Ramnad may be centralised in Tirunelveli, the records of Madurai, the records of Dharmapuri and Salem may be centralised in Madurai, the records of Tiruchirappalli, Thanjavur, South Arcot and North Arcot and Chingleput may be centralised in Tiruchirappalli, the records of Nilgiris and Coimbatore may be centralised in Coimbatore. The records of the Madras District may be centralised in Madras State Archives. The Assistant Director may be promoted and appointed as a Special Officer for the organisation of these Regional Repositories under the control of the Director. The records of the defunct zamindars and princes may also be centralised. In this context, it may be stated that the Municipalities may be asked to arrange the records in separate Muniment room, as in America [1] and to prepare a list of them which may be of value to historical research. In this connection I may state that as in this case of Secretariat records the records maintained with all heads of departments may be transferred to the Madras State Archives for permanent retention.

(f) Apart from centralisation, the Director may be empowered to supervise the manuscript libraries both controlled and aided by Government in regard to their effort for preservation and publication. In addition to centralising the High Court Records, a Superintendent of the Archives may be posted in the Record Room of the High Court for arrangement and preservation of Current records.

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1. Municipal Archives in the United States-Vide Archivum Vol. XIII, 1963.

(g) (1) A Short term training course on different aspects of Archives-Keeping may be started. Selection for different posts in the Madras State Archives should have this Archival Training as a necessary qualification. A scholarship of Rs. 150/- may be awarded to the candidates admitted for the course. At least six candidates may be selected at a time. An Archivist may be posted in charge of this section. The Trainees will eventually help private and public organisations throughout Madras State. Such trainees alone should be employed in the Regional Repositories and in the Collectorates for arrangement and preservation of records.

(2) A short term training course for training candidates in Modi Script may be started in the Madras State Archives. A Senior Modi Pandit may be employed for this purpose. Every year three scholarships of Rs. 150/- may be awarded to the trainees. Those who are trained can be employed in the T.M.S.S. Library for listing Modi records. As Modi was the official language in the Revenue Department till 1855, almost all the Collectorates have Modi Records which are in need of listing. The more important of them can be translated and published in extenso.

(b) The Director, Madras State Archives may be consulted in regard to the paper and the ink that is used in various departments of Government from the point of view of preservation. The red carbon copies of typescripts and the thin manifolding carbon copies appended to the files as documents, poses a problem for preservation and mending. The Director may also be consulted in regard to the standardisation of files, weeding of records, legislation and active assistance to administration. He may be asked to advise on technical aid in regard to the records and books in the Universities and institutions both private and public.

(i) Madras State Archives with its rich and varied collection should become the centre of Research. In consultation with the Professors of the University of Madras and the Director of Collegiate Education, a Research Followship scheme, both part-time and full-time

as in the National Archives of India and in the State Archives, Andhra Pradesh may be instituted. Subjects pertaining to the Political, Economic and Social Life of Tamil Nad may be offered as subjects of research by the Director of Archives. This will give an impetus to the study of South East Asia and in writing a connected history of Madras State.

(j) The Director of Archives may be permanently empowered to represent the Madras State Archives in the Indian Historical Records Commission and the National Committee of Archivists. The Director may, because of his special position, become an active member of the various Development Committees of the State also.

(k) To help publication, Research Fellowship and the general cause of Tamil Development, it is highly desirable to organise the present library on Modern lines with a qualified Librarian and four Assistant Librarians with a Degree in Library Science and a working knowledge in Regional Languages. The Library may be rehabilitated in a separate building with Modern Library Stacks and equipments, and a Reading Hall. An administrative hall and a counter may be attached to the library in front of a 'T' shaped building with 6 stacks. This organisation of library will help South East Asia study. It is much better that the acquisition of private papers, books and periodicals, as mentioned above, are built up around this library. Ultimately the Government might feel that the Tamil books of this office being catalogued by the Tamil Development and Research Council need not be transferred to the Connemara Public Library. The condition of the books are so brittle that they are, in the first place, to be mended. Secondly, transferring these books to Public Library would mean that these books will be in repair beyond redemption. But by giving the right to the State Archives to keep these books in better condition of preservation as hitherto may prolong their life and extend facilities to the Tamil Development and Research Council to make use of these books for the cause of Tamil. It is much better that these books are

micro-filmed and mended so that the micro-film copies can be supplied to other libraries also. To enrich the collections of the library, coins, royal seals, copper plates and badges from early Tamil Kingdoms may be exhibited in a hall adjacent to the library. It is possible to acquire the collections now available with private individuals and institutions. The Library needs one Librarian, 4 Assistant Librarians and four Library Assistants.

(l) The Saleable copies of the Library may be exchanged with all the Archives and Libraries throughout the World for their books and publications or sold out to book-sellers.

(m) The publications of the Oriental Manuscripts Library may be transferred at an early date from Madras State Archives and the stack area which is urgently required to house the records transferred from the Secretariat may be released.

(n) For the timely and safe supply of G.Os to the various departments of the Secretariat, Heads of Departments and Board of Revenue, a Departmental Van to the Madras State Archives may be allotted. This will naturally avoid the delay in the supply of records. The same van can be utilised for bringing back to the Archives the records for restoration.

(o) As in the National Archives, access to records upto 1947 may be given to bona-fide Researchers.

(p) As the Indian Historical Records Commission has recommended that further transfer of historical records either to Andhra Pradesh or Kerala should be stopped forthwith. For, any application of the principle of division of records would destroy the organic Unity of records as it is against Archival Theory and Practice. In this context, it may be stated that in the reorganisation of Gujarat, it is commendable that there had been no transfer of records to Gujarat.

The functions of the Record Branch is enunciated in the chart-Vide Appendix VII. On the whole, it is necessary to have fourteen Archivists, two Assistant Archivists, one Librarian, four Assistant Librarians, four Library Assistants, one Clerk and forty five Attenders. This branch can work under an Assistant Director. The Strong Almirah Section may be placed under an Office Assistant. At present there are 8 Upper Division Clerks, and 34 Attenders. The system of placing the Block under an Upper Division Clerk may be dispensed with and an Assistant Archivist as mentioned above may be placed in charge of each Block. The Assistants and Clerks in this division may be absorbed among Administration, Records, Preservation and Publication Divisions as may deem necessary.

(3) PRESERVATION.[1]

The total number of volumes, bundles and files both current and non-current in the Madras State Archives will be 30,000, 50,000 and 6 million respectively in addition to the 6 lakhs of books. Most of these need fumigation. Of these nearly 8,000 volumes of Secretariat records, 8,000 volumes of non-Secretariat records, 2,000 volumes of Settlement Registers and 20,000 sheets of Inam Fair Registers, 2,000 bundles of Persian records, 4,000 volumes of Collectorate records, 800 printed Indexes, 50 volumes of Registration records and nearly a million sheets of folded documents are urgently in need of repair, mending, binding and rehabilitation. According to a very humble estimate,[2] at the present rate of mending, it may take 600 years to mend these records. By that time the records, it is feared, might disintegrate and become unfit for handling. To face this problem squarely it is recommended that

(a) (i) A Lamination Machine: This will reduce the cost of mending as against the indiscriminate use of chiffon in repairing important and less-important documents. To

1. A Brief Note on the Mending Section, Madras State Archives.
2. Estimate of Madras Record Offiee-Refer File R. Dis. No. 5588/65 dated.

operate this machine a Foreman or a Technician may be posted assisted by 6 Attenders and one Clerk.

(ii) For Flattening, a humidifier and a rotary Iron may be purchased. Deacidification should be inevitably introduced for which 50 square trays of 2'x2' may be purchased. For the safety of records glass topped tables should be provided for both the Menders and Binders.

(b) Separate organisation of the Preservation Division is a necessity. We have to increase adequately the total number of Menders and Binders, at least till we acquire a lamination machine. 50 Menders may be necessary. We have now only 20.

(c) Most of the records mentioned above are infested with insects, fungus. borers, silver fish and book lice. With the existing process of Fumigation, it may take more than 50 years to fumigate these infested records. Hence a vacuum Fumigation Chamber which can destory the insects, their eggs and larvae and which can do the job in a short time may be profitably acquired before the records become too brittle and too much infested for safe handling. There are nearly 1,00,000 volumes and bundles to be fumigated and the present rate is 20 bundles per month. But by vacuum fumigation nearly 500 bundles can be fumigated in 3 hours. An Archivist in charge of Preservation assisted by a technician and 4 Attenders may be necessary.

(d) To avoid frequent handling, of the pre-mutiny records. they may be micro-filmed. A micro-film Unit, a micro-fiche and a Xerox may be acquired. To operate these machines one Photographer, two Assistants, one Laboratory Assistant, one Printer and 2 Attenders are necessary.

(e) For regular dusting each stack may be provided with a Vacuun Cleaner.

(f) For periodical dusting, an Air-gun which can blow air under high pressure, thus cleaning perfectly the bundles of records at a rapid speed may be purchased. It is always better that dusting by Air-Gun is done outside the stack to avoid further accumulation of dust inside the record Blocks.

(g) To prevent the accumulation of dust and to preserve properly the records from becoming brittle due to ravages of heat and humidity, it is desirable to air-condition the stack area. This would facilitate the up-keep of records and eventually reduce the cost of Mending and repairing them.

(h) Provision should be made for napthelene bricks to be placed in every rack.

(i) Periodical cleaning of the racks by wet cloth after replacing the bundles is necessary. The bundles can be restored when the racks are dry. For this, additional employment of two attenders for each stack for one month especially once in year may be deemed necessary.

(j) A Research Laboratory under the guidance of a Scientific Officer with M.Sc., qualification may be appointed to help the Preservation Department. The necessary equipments to test the strength and durability of the repair materials may be installed.

(k) The Hose Pipes should be connected to the water main and to be fitted to the entrance of every stack. Spare hose pipe long enough to reach the other end of the stack from within may be affixed to the wall nearer to the entrance of the stack in a glass covered case.

(1) To house the various branches of preservation, a separate building is necessary.

To help the Watch and Ward a Gurkha may be posted day and night. A Fire Fighting squad of the Madras Fire

Service may permanently be housed inside the Madras State Archives and more intensive training may be imparted to the members of the staff. I may also recommend to Government to thwart the attempts of the adjoining Hotel owners to raise new buildings close to the stack rooms which may prove to be a danger to the safety of records by an out break of accidental fire. The danger is aggrevated by the growth of petrol bunks in the vicinity of the Madras State Archives.

The Preservation Branch can have the functions as indicated in the chart–Vide Appendix VII. This branch can work under an Assistant Director assisted by an Archivist, 3 Assistant Archivists (Technician and Photographers), one Foreman, one Photographer, two Clerks, one Typist and one Peon. The pay scale of the Menders and Binders may be raised to Rs. 80–3–110 and Rs. 110–5–150 respectively, as these category of persons [1] are handling brittle and worn out records and mend them and bind them with a high degree of specialisation and craftmanship. As the dress of Attenders and Menders are soiled by dust, they may be provided with two sets of Khaki Uniform purchased from the Khadi Board every year.

(4) PUBLICATION.

(a) Along with the present in extenso publication, Selections and Compilation may also be introduced on general history. education, industry, agriculture and society.

(b) Catalogues and indexes may be made upto date and printed. Neither the Library nor the Modi nor the Persian Reeords has a complete catalogue or index. Hence fresh catalogues and indexes for the Library and the records mentioned above should be prepared.

(c) The Modi records may be calendared. Modi has become a dead language and if the importance of the records

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1, Vide infra, P, 11,

is to be brought to light, they should be translated and calendared.

(d) (i) The important Persian records may be translated and published in extenso. A permanent Persian Scholar with a Masters' Degree in History should be employed for this purpose.

(ii) The Dutch and the Danish Records in Madras State Archives should be translated and published in extenso. If these records are of any historical value, they should be brought to light. These records are indeed very valuable to know the economic and trade relations of the Dutch with Madras and Batavia. One can see a glimpse of the Tamil History and culture in South East Asia in these documents. A Scholar in Dutch should be employed for this purpose.

(iii) For the preparation of proper indexes, guides and hand-books to the District Records, Research Assistant with a research degree may be appointed.

(e) The work on Compendium may be revived. This is a long felt desideratum. To make the Archival holdings really useful, as recommended by the Estimates Committee of 1965-1966, at least those 40 subjects on which compendiums are to be brought out may be prepared early. The Director may be provided with a Research Assistant.

(f) The Publication of Monograph series on different subjects may also be started, Encouragement to researchers to prepare monographs on accepted subjects may be implemented. Rs. 1.000 may be paid for each Monograph for publication.

(g) A Research Fellowship [1] Scheme, Scholarship for fulltime and part-time scholars may be awarded.

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1. See the recommendations of Dr. B. S. Baliga in his article The Importance of Archives for National Reconstruction, Vide Indian Archives, 1954, Vol. 3, pages 95—99.

(h) The work of revising and re-writing the District and State Gazetteers, in Madras on the pattern prescribed by Government of India may be entrusted to thc Director as the Gazetteer Unit is only a part of the Archives as it was in the days of Dr. Baliga, the then Curator. To bring out expeditiously the district and State Gazetteers, the Director may be appointed as the State Editor. It is evident that it is not necessary to maintain such a big staff and maintain a separate Unit to complete the remaining part of the work. In a time of economy the present arrangement may be modified. The earlier it is done the better.

(i) Above all, I recommend to the Government for implementing the summary of recommendations [1] made by the Estimate Committee 1965–1966. The Director of Archives may also be accredited with the authority to supervise effectively the respositories in the district and to carry out such programmes for the Preservation and arrangements and listing of records. He may be authorised to visit the Manuscript Libraries periodically and to suggest measures for their better administration and publication programme.

(j) Madras looms large in the Archival History of Asia and the World. The rich material it contains is a source of attraction for the scholars throughout the World. The facilities that we may offer them will enhance the status of the Madras State Archives. Ultimately the Government of Madras will be benefitted to enrich their material and moral outlook. To make the Madras State Archives, a worthy centre for Archival activity the Government may be pleased to include the various Development Projects mentioned in the report in the Five Year Plan of the State for its systematic and early implementation.

(k) Entry into the Madras State Archives may be regulated by Pass.

(l) A new 3 storied building to accommodate the Preservation Division, the Micro-film Unit, Fumigation

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1. Madras Legislative Assembly, Committee on Estimates 1965-1966, Second Report regarding Madras Record Office.

Chamber, the Laboratory, the Research Hall is necessary for the present.

(m) To make the Archives to function effectively it should be made an independent Department like the Department of Education or Health. The Director may also be empowered to grant permission to bona-fide retired Professors, Reader and Heads of Departments to consult records.

(n) The Publication Division can have the functions as indicated in the chart-Vide Appendix VII. This branch can work under an Assistant Director with a Research Degree, assisted by one Publication Officer, Five Assistant Archivists with M.A. in History as minimum qualification, 3 Assistants, 4 Typists and Five Attenders. Now there are three Assistants, two Typists and an Office Assistant in this Division.

PART-C.

ARCHIVES ASSISTANCE OF THE ARCHIVIST TO THE ADMINISTRATORS.

I.

Dr. Baliga, [1] has raised the question whether the Archivist is expected to assist the administrators whose records are in his custody, and if so, what is the nature and extent of the assistance he should render to them. This question, as he admits, is faced by every archivist.

It has not been explicitly admitted that the Archivist should render any active assistance in the day to day administration. No doubt he furnishes the records called for and assists the administrator in intricate search cases. Whenever the Archives is away from the seat of the adminis-

1. Article by Dr. B. S. Baliga, on the Archivist and the Administrator-Vide the Indian Archives. 1950' Vol. IV No. 2 pages 181-187.

trator it is necessary to depend on the archivist who is equipped with all the critical apparatus like the guides, the catalogues, the indexes and the lists. According to Dr. Baliga, [1] the administrator cannot be expected to know everything about the original development and its various aspects on any given subject. In such cases the archivist can render effective assistance to the administrator. "Denial of such effective assistance may result in the administrators unknowingly passing orders based on incomplete or ill-digested information supplied to them. He has cleared the doubt that the non-current records are not useful to the administrator, for, the policies of the present which may appear to be new, might have been tried and abandoned in the past. He rightly remarked, that we cannot ignore the past. In this context I may point out to the debate [2] in the Madras Legislative Assembly on temple entry in 1932 which shed light on the weakness that Caste system with its shadow, untouchability, has produced in Hindu Society. In fact the policy [3] of the present Government for a Caste-less Society and inter-caste marriage is closely linked with the historical developments in the State. These ideals are deep rooted. The D.M.K. is the logical successor of the Justice Party and the Self Respect Movement which stood for Progress and Social Revolution. However, Dr. Baliga, had welcomed the changes that has come in Government to ask for the connected papers of the subject under consideration and asking a note on the subject. However, his opinon was that the Secretariat should send the correspondence under consideration so that the office may put up all relevant papers throwing light on the points raised in it so that the Secretariat may be well informed. This will provide the archives an opportunity to send a more relevant note on the subject. Baliga has rightly concluded that the Archivist is eminently fitted to render active assistance to the administrators. However, it should also be said with praise and gratitude that the voice of Baliga was echoed in

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1. Article by Dr. B. S. Baliga, on tho Archlvist and thr Administrator-Vide the Indian Arthives, 1950. Vol. IV No. 2 pages 181-187.
2. Vide G. O. 1933, Public (General) Deprrttment Mis - G. O. No. 114, dated 31-1-1933.
3. Budget Speech of the Hon. Chief Minister, April 1967.

the recent order [1] of Government admitting that one of the functions of the Director is to be an advisor to the Heads of Departments. This is indeed encouraging and refreshing to an archival mind. Once the importance of the Archives is appreciated, Government will easily comply with the essential requirements of the office in regard to preservation and publication.

2.

The value of Archives[2] for national planning and reconstruction is not sufficiently realised. The archives as they do contain a record of all the achievements and aspirasions of past Governments is a mine of information on all administrative, economic and social scheme for reform. In them are treasured up the most considered views and ideas of the experienced statesmen, administrators, legislators, special officers, committees, Heads of Departments, and the remarks, opinions and orders of Government. The criticism of the Press, the resolutions on the platform are also available. The Publications[3] of the Madras Record Office, the recommendations of the Estimates Committee[4] on the subjects on which Compendiums are to be written, the overall administrative control of the State Archives over the publications of State Gazetteer and the District Gazetteers and the Guidance to researchers who work on important subjects affecting social, economic and political changes[5] in the country would indicate the importance of the Madras State Archives. The Director of the Madras State Archives may be included as a member of the States

1. G. O. Ms. No. 400, Public (General-M), dated 24-2-1968.
2. Vide the Article by Dr. B. S. Baliga on the Importance of Archive for National Reconstruction the Indian Archives, 1954. Vol. VIII No. 2, New Delhi.
3. Madras Legislative Assembly, Committee on Estimates 1965-66. Second Report regarding Madras Record Office, page 30.
4. Refer. The Article by Dr. B. S. Baliga' on Humanitarians ideals of the 18th Century.
5. Article by Baliga, on Important of Archives for National Reconstruction.

Planning body and he may be associated with other councils and committees on Development and Welfare as is the case with the Director of Archives, Maharashtra, He can thus actively assist Government in regard to administration. The Director of Archives may also be asked to furnish to the Government with ideas, opinions, suggestions, and schemes for reform[1]. As suggested, the administrators themselves may periodically visit the Archives, where special accommodation and attention may be given to consult the relevent records on those subjects or problems of which they are seized of.

3.

As Schellenberg[2] has rightly pointed out an Archivist should have the help of enlightened public administrators, scholars and historians. True, the archivist should have the same rights and previleges [3] with respect to the records that the creating agencies had. It is necessary that the Archives should be an independent department, well equipped to serve the cause of Government, Public and the generations of learned men, who might throng its portals from Universities and learned institutions throughout the World. A high degree of specialisation in the Madras State Archives is necessary to perform effectively these noble tasks. If the Statement of Socrates is true that virtue is knowledge, the Madras State Archives is the centre of virtue.

I wish to conclude, that it will be in the interest of the State Archives if the Government may be pleased to sponsor a scheme to enable the Director to visit the Public Record Office and the British Museum in London, the National Archives of U.S.A. and France and the State Archives in U.S.S.R. and in Eastern European Countries to observe their techniques in Preservation and Publication Practices.

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1. Modern Archives by T. R. Schellenberg, Melbourne, page 119.
2. Ibid. - page 125.
3. Ibid. —do—

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APPENDIX—I

Programme for two months study—Observation from 12—1—1968 to 14—3—1968 in the National Archives of India, New Delhi.

Period	Section
12th - 16th January 1968	General discussion and Orientation.
16th - 20th, 22nd - 25th and 27th January 1968	Records - I.
29th - 31st January 1968	Records - III
1st February 1968	Records - I (Map).
2nd February 1968	Records - II (Research Room)
3rd and 5th February 1968	Records - IV (Private Papers and Micro-Films)
6th, 7th and 8th February 1968	Publication-I (Editing of Historical Records, etc)
9th, 12th and 13th February 1968	Publication-II and III (Indexing of Records, Listing)
14th - 15th February 1968	Commission and National Register.
16th February 1968	E. R. Division (Editing and Publication of Educational Records
17th and 19th February 1968	O. R. Division (Calendaring, etc. of Persian Documents)
20th - 21st February 1968	Library.
22nd-24th, 27th-29th February 1968	Preservation-I.
2nd, 4th - 5th March 1968	Preservation-II (hand lamination, binding etc.)
6th - 8th March 1968	Preservation-II (Micro-filming, photo duplication)
11th - 13th March 1968	Research Laboratory.
14th March 1968	Administrative set-up and other matters.

APPENDIX—II

Lay out of the National Archives of India, New Delhi as on 15—3—1967

Director of Archives
(SHRI K. D. BHARGAVA)

Deputy Director of Archives
(SHRI S. ROY)
Records and Research Division

Assistant Director of Archives (Records and Publication)
(Dr. S. V. DESIKA CHAR)

R—1. Branch (including Stack Area) (Archivist, R. N. Mathur) Accessioning of records arrangement and listing including preparation of abstract lists and compilation of material for Hand-book to records in the National Archives of India requisition and restoration of records ; general	R—2 Branch (including Research Room) (Archivist K. L. Kanjilal) Management of the Research Room and facilities for research work; search cases and other reference work involving study of records and published material both for Government agencies and individuals training in Archives	R—3 Branch Archivist D. F. Das Gupta Appraisal and weeding of records in National Archives of India (which have not been appraised earlier) in collaboration with the Government agencies concerned ; promotion of records management programme in the Central Secretariat and	R—4 Branch. Archivist, Miss E. David Collection of information regarding significant collections of private papers and arrangements for their deposits in the National Archives of India or acquisition of their micro-film copies ; arrangement, cataloguing and servicing of private	Commission Branch Archivist M.L. Ahluwalia All matters relating to Indian Historical Records Commission, Research & Publication Committee, Preparation of National Register.

supervision of the muniment rooms and arrangements for holding exhibition.	Keeping and arrangements for the micro-filming of the Report of Native Newspapers.	other Government of India offices; assistance to Ministries and other Govt. agencies in appraisal and weeding work and arrangements regarding the transfer of records from the Ministries, etc., in a systematic way.	papers acquired by the Department acquisition cataloguing and servicing of micro-filming copies of original material pertaining to modern Indian History available abroad and custody and servicing of the Gandhi Papers and of the micro-films collection.	
Archivist (Genl.) 1 Asst. Archivist (Gr.I) (Genl.) 2 -do- (Gr, II) -do- 7 Lower Division Clerk 2(1) Spl. Gr. Rec. Attdt. 8 Rec. Attdt. Gr. I 18 -do- Gr. II 9(2) Peons 23(1) Farash 1 Total 71(4)	Archivist (Genl.) 1 Asst. Archivist (Gr. I) (Genl) 2 -do- Gr. II) -do- 3 Peon 2 Total 8	Archivist (Genl) 1 Asst. Archivist Gr. I (Genl.) 3 -do-Gr. II (Genl.) 1(1) Total 5(1)	Archivist (Genl.) 1 Asst. Archivist Gr. I (Genl.) 4 -do- Gr. II -do- 5 Peon 1 Total 11	Archivist 1 Asst. Archivist Gr. I (Genl.) 3 -do-Gr. II-do- 2 Peon 1 Total 7

DIRECTOR OF
(SHRI K. D.

Deputy Director
(SHRI S.

Publications of General Records
(Assistant Director of Archives
(Records and Publication)
(Kumari D. G. Keswani:

Publication of
Assistant
Director
(Shri A. I.
Tirmizi)

Pub. 1 Branch (Archivist) (Shri D. L. Kaka)	Pub-2 Branch (Archivist) (Shri K.D. Gupta)	Pub-3 Branch (Archivist) (Shri I. N. Varma)	O. R-1 (Archivist) (Shri K.L. Arora)
Implementation of the Publication programme of the National Archives of India and Publication of " The Indian Archives'	Checking of the reference of the drafts press lists of Secret Department comparison with the originals, elimination of irrelevant entries; recasting in run-on style; identification of names coming in the list and preparation of an Index to the lists.	Indexing of records and their publication.	Compilation & publication of Persian Correspondence Hand Listing of Persian records checking and docketing of mutiny papers.
Archivist Genl. 3 Asst. Archivist Gr. I (Genl. 2 Asst Gr. II. Genl. 3 (1) Peon 1 9(1)	Archivist (Genl.) 1 Asst. Archivist Gr. II. (Genl.) 3 4	Archivist 2 Asst. Archivist, Gr. II 1 Peon 1 4	Archivist (OR) 1 Asst. Archivist Gr. I. (OR) 2 Peon 1 4

ARCHIVES

BHARGAVA)

of Archives

ROY)

Oriental Records of Archives (OR)		Library Branch (Librarian) Shri J. C. Srinivastava)	Publication of Educational Records (Asst. Dr. Archives Records and Publication.
O. R-II Archivist) (Shri J. R. Gupta) Examination & Appraisal of manuscripts, documents and rare printed books in oriental languages; Accession and Indexing of acquired manuscripts.	O. R. III (Archivist) (Sri R. R. Aggarwal) Cataloguing and Publication of Seals.	Acquisition and Supply of books and Journals.	(Shri U.N. Sarkar) Educational Records (Archivist) (Sri S. N. Sharma) Publication of Education of Records, 1860-1947
Archivist (OR) 1 Asst. Archivist Gr. I. (OR) 1 Asst. Archivist Gr. II (OR) 2 —— 4 ——	Archivist (OR) 1 Asst. Archivist Gr. I. (OR) 1(1) Press Asst. 1 —— 3(1) ——	Librarian 1 Asst. Lib. 6 U. D. Clerks 2 L. D. Clerks 2(1) Spl. Gr. Rec. Attdt. 2(1) Rec. Attdt. Gr. I 1 -do- Gr. II. 1 Peon 4 Farash 1 —— 20(2) ——	Archivist (Genl.) 2 Asst. Archivist (Gr. I. (Genl.) 2 Asst. Archivist (Gr. II) (Genl.) 1 Peon 1 —— 6 ——

Director of Archives
(SHRI K. D. BHARGAVA)

Deputy Director of Archives
(SHRI S. ROY)

PRESERVATION DIVISION

Asst. Director of Archives (Preservation)
(SHRI R. C GUPTA)

P–1 Branch Scientific Officer (Shri P. C. Majumdar) Mechanical Repair, Lamination. Fumigation etc.	P-2 Branch Microphotographist (Miss. S. Basu) Photo-duplication.	P-3 Branch Scientific Officer (Shri Y. P. Kathpalia) Binding and Manual Repair.	Research Laboratory Scientific Officer (Shri Ranbir Kishore). Testing of paper, ink repair materials and allied archival work, supply of technical information.	Workshop Section Assistant Engineer (Sri J. L. Bhat Nagar.) Maintenance and repair of machines and equipments.

Scientific Officer	1	Microphotographist	1	Scientific Officer	1	Scientific Officer	1	Asst. Engr.	1
Asst, Chemist II	2(1)	Asst. Microphotographist Gr. 1	1	Asst. Chemist Gr. II	1	Asst. Chemist. Gr. I	2	Foreman (Mech.)	1
Press Asst.	20	-do- Gr. II	5	Foreman (Bindry)	1	Lab. Attdt.	1	Photographer (Mech.)	1(1)
Peons	5	Photo Assts.	8(1)	Press Asst.	3	Lab. Asst.	1	Boiler Operator	1
Mender Gr. II.	4	L. D. Clerk	1	Binder	17	Peon	1	Mechanics	2
	——	Peon	1	Mender Gr. I	4		——	Electrician with 'B' Grade Licence	2
	32(1)	Lab. Attdt.	2	Lab. Attdt.	1		6	Carpenter	1
	——	Helper	1	Mender Gr. II	13		——	Boiler Attdt.	1
			——	Peon	2			Helper	2
			20(1)		——			Lab. Attdt.	1
			——		43			Peon	1
					——				——
									14(1)
									——

(1) Vacant Post.

Director of Archives
SHRI K. D. BHARGAVA
Administrative Officer
SHRI BHAWANI DASS

A-1 Branch (Superintendent) (Shri S. C. Kaushik)		A-2 Branch Superintendent (Shri A. Kanuga)		A-3 Branch Superintendent (Shri Sant Singh)	
General Administration and Establishment, Appointments, Promotions of Policy matters O & M. Dn.		Accommodation-Office and residential all matters regarding supplies services C. H. S. Scheme, Book distribution work, Stores, Welfare of staff.		Budget, accounts, cash, Pension, retirement, & G. P. Fund, Insurance Correspondence with Regional Office, Development Plan etc.	
Disciplinary·Progs. Leave etc., &		Superintendent	1	Superintendent	1
Administration of Branch Offices		Assistant	2	Assistant	2
Goa & Pondicherry.		U. D. Clerk	3(1)	U. D. Clerk	3
Superintendent	1	L. D. Clerk	2	L. D. Clerk	5
Assistant	2	Motor Van Driver	1	Record Attdt. Gr. I	1
U. D. Clerk	2	Gestener Operator	1	Record Attdt. Gr. II	2
L. D. Clerk	6(1)	Record Attdt. Gr. I	1	Peon	1
Record Attd. Gr. I	1	Peon	16 (1)	Stenographer	1
Peon	1	Guard Gr. II	6	Asst-cum-Cashier	1
		Farash	7		
	13 (1)	Sweeper	8		17
			48 (2)		

Stenographer Pool		**A-5 B Branch (including Despatch)**		(A-8 Section (Hindi Section) (**Hindi** Officer – Shri D. R. Shastri)	
Stenographer	4	Typing, comparing work of the Dept. **Duplicating work and Despatch work.**		Translation of annual reports and monthly activities of the National Archives of India, letters, circulars etc.	
Rec. Attdt. Gr. I	1	Transcriber	1	Hindi Officer	1
	5	U. D. Clerk	1	Hindi Asst.	2 (1)
		L. D. Clerk	11 (2)		3 (1)
		Peon	4		
		Hindi Typist	1		
		Record Attdt. Gr. I	1		
			19 (2)		

( ) Vacant Posts.

APPENDIX–III.

Staff Strength of the Department of Archives, Government of India As it Stood on the 17th June 1967.

S. No.	Designation of the post.	Scale of pay attached to the post.	Permanent.	Temporary	Total.
1.	Director of Archives	1300-60-1600-100-1800	1	—	1
2.	Dy. Director of Archives	900-50-1200	1	—	1
3.	Assistant Director of Archives (R & P)	590-30-740-1100-50/2-1150	2	1	3
4.	Assistant Director of Archives (O.R)	-do-	1	—	1
5.	Assistant Director of Archives (Preservation)	-do-	1	—	1
			6	1	7

(A) General Central Services Class II (Gazetted) (Non–Ministerial).

1.	Administrative Officer	620-30-830	1	—	1
2.	Librarian	350-25-500-30-590-EB-30-800-EB-30-830-35-900	1	—	1
3.	Archivist (General)	400-25-500-30-590-EB-30–800	9	4	13
4.	-do- (O.R)	-do-	3	—	3
5.	Microphotographist	-do-	1	—	1
6.	Scientific Officer	-do-	3	—	3
7.	Assistant Engineer	-do-	1	—	1
	TOTAL CLASS II (Gazetted) (Non-Ministerial)		19	4	23

(B) General Central Services Class II (Gazetted) (Ministerial).

1.	Hindi Officer	400-25-500-30-590-EB-30-800	—	1	1
	TOTAL CLASS II (Gazetted) (Ministerial		—	1	1
	TOTAL CLASS II (Gazetted)		19	5	24

General Central Services Class II (Non-Gazetted) (Non-Ministerial)

1.	Assistant Chemist Gr. I	325-15-475-EB-20-575	2	—	2
2.	Assistant Microphotographist Gr. I	-do-	1	—	1
3.	Assistant Archivist (Gr. I) (Genl.)	-do-	14	3	17
4.	-do- (O. R)	-do-	4	—	4
	TOTAL CLASS II (Non-Gazetted)		21	3	24

General Central Services Class III Establishment A—Class III (Ministerial)

1.	Superintendent	350-20-450-25-575	3	—	3
2.	Assistants	210-10-290-15-320-EB-15-425	6	—	6
3.	Asst–cum–Cashier	-do-	1	—	1
4.	Hindi Assistant	-do-	2	—	2
5.	Stenographer	130-5-160-8-200-EB-8-256-EB-8-280-10-300	4	1	5
6.	Upper Division Clerk	-do-	10	1	11

7.	Lower Division Clerk	110-3-131-4-155-EB-4-175-5-180	29	—	29
8.	Hindi Typist	-do-	1	—	1
9.	Gestener Operator	110-3-131	1	—	1
10.	Special Grade Record Attendant	95-3-131-EB-4-155	10	—	10
	TOTAL CLASS III (Ministerial]		67	2	69

B—Class III (Non-Ministerial)

1.	Foreman (Mech.)	250-10-290-15-380	1	—	1
2.	Asst. Librarian	210-10-290-15-320-EB-15-425	6	—	6
3.	Transcriber	-do-	1	—	1
4.	Asst. Archivist (Gr. II) (Genl.)	-do-	25	2	27
5.	-do- (O. R.)	-do-	1	1	2
6.	Asst. Chemist (Gr. II)	-do-	3	—	3
7.	Asst. Micro-Gr. II	-do-	4	1	5
8.	Photographer (Mech.)	205-7-240-8-280	1	—	1
9.	Foreman (Binding)	175-6-205-7-240	1	—	1
10.	Boiler Operator	150-5-175-6-205-EB-7-240	1	—	1
11.	Electrician with 'B' Grade Licence	125-3-131-4-163-EB-4-175-5-180	2	—	2
12.	Carpenter	110-3-131-3-143-EB-4-155	1	—	1
13.	Laboratory Asst.	110-4-150-EB-4-170-5-180-EB-5-200	2	—	2
14.	Preservation Asst.	-do-	19	5	24
15.	Photo Asst.	-do-	6	2	8
16.	Mechanic	-do-	2	—	2
17.	Binders	100-3-130	14	3	17
18.	Motor Van Driver	110-3-131-4-139	1	—	1
	TOTAL CLASS III (Non-Ministerial)		91	14	105

General Central Services Class IV Establishment

1,	Record Attendant (Gr. I)	80-1-85-2-95-EB-3-110	24	—	24
2.	Mender (Gr. I)	-do-	5	—	5
3.	Boiler Attendant	-do-	1	—	1
4.	Laboratory Attendant	-do-	4	—	4
5.	Record Attendant Gr. II)	75-1-80-EB-2-95	11	—	11
6.	Menders (Gr. II)	-do-	16	—	16
7.	Guard (Gr. II)	70-1-80-EB-1-85	6	—	6
8.	Helper	-do-	3	—	3
9.	Peon	-do-	52	9	61
10.	Sweeper	-do-	8	—	8
11.	Farash	-do-	9	—	9
	TOTAL CLASS IV		139	9	148
	GRAND TOTAL New Delhi		343	34	377

National Archives of India Bhopal
General Central Services Class I (Gazetted) (Non-Ministerial)

1.	Keeper of Records	590-30-740-40-1100-50/2-1150	1	—	1
	TOTAL CLASS I (Gazetted)		1	—	1

General Central Services Class II (Gazetted) (Ministerial).

1.	Archivist (O.R)	400-25-500-30-590-EB-30-800	1	—	1
2.	Scientific Officer	-do-	1	—	1
	TOTAL CLASS II (Gazetted)		2	—	2

General Central Services Class III (Establishment)

A–Class III (Ministerial)

1.	Head Clerk	210-10-290-15-320-EB-15-380	1	—	1
2.	Accountant	130-5-160-8-200-EB-8-256-EB-8-280-10-300	1	—	1
3.	Stenographer	-do-	1	—	1
4.	Upper Division Clerk	-do-	3	—	3
5.	Lower Division Clerk	110-3-131-4-155-EB-4-175-5-180.	5	—	5
	TOTAL CLASS III (Ministerial)		11	—	11

B–Class III (Non-Ministerial).

1.	Asst. Archivist (Gr. II) (O.R.)	210-10-290-15-320-EB-15-425.	1	—	1
2.	Asst. Chemist (Gr. II)	-do-	1	—	1
3.	Preservation Asst.	110-4-150-EB-4-170-5-180-EB-5-200	2	—	2
4.	Binder	100-3-130	1	—	1
	TOTAL CALASS III (Non-Ministerial)		5	—	5

General Central Service Class IV Establishment.

1.	Mender (Gr. I)	80-1-85-2-95-EB-3-110	—	1	1
2.	Daftaries	75-1-85-EB-2-95	2	—	2
3.	Mender	do	4	—	4
4.	Farashers	70-1-80-EB-1-85	2	—	2
5.	Watchmen	do	2	—	2
6.	Peons	do	7	—	7
7.	Sweepers	do	2	—	2
	TOTAL CLASS IV		19	1	20
	GRAND TOTAL BHOPAL OFFICE:		38	1	39

III National Archives of India, Panjim (Goa).

General Central Services Class I (Gazetted).

1.	Keeper of Records	590-30-740-40-1100-50/2-1150	1	—	1
	TOTAL CLASS I (Gazetted)		1	—	1

General Central Services Class II (Non-Gazetted)

1.	Asst. Archivist (Gr. I) (Genl.)	325-15-475-EB-20-575	1	—	1
	TOTAL CLASS II (Nod Gazetted)		1	—	1

General Central Services Class III (Establishment)

(i) Ministerial

1.	Upper Division Clerk	130-5-160-8-200-EB 8-256-EB-8-280-10-300	1	—	1
2-	Lower Division Clerk	110-3-131-4-155-EB 4-175-5-180	—	3	3
	TOTAL CLASS III (Ministerial)		1	3	4

(ii) Non Ministerial

1.	Asst. Archivist (Gr. II)	210-10-290-15-320-EB 15-425	1	—	1
2.	Driver	110-3-131-4-139	—	1	1
	TOTAL CLASS III (Non. Min.)		1	1	2

General Central Services Class IV Eastablishment

1.	Peons	75-1-80-1-85	3	—	3
2.	Nightwatchman	do	—	1	1
	TOTAL CLASS IV		3	1	4
	TOTAL GOA ESTABLISHMENT		7	5	12

GENERAL ABSTRACT.

S. No.	Classification	Head Office New Delhi			Regional Office Bhopal			Historical Archives Goa.			Total		
		Permanent	Temporary	Total	Permanent	Temporary	Total	Permanent	Temporary	Total	Permanent	Temporary	Total
	General Central Service												
1.	Class I (Gazetted)	6	1	7	1	—	1	1	—	1	8	1	9
2.	Class II (Gazetted)	9	15	24	2	—	2	—	—	—	21	5	26
3.	Class II (Non-Gazetted)	21	3	24	—	—	—	1	—	1	22	3	25
4.	Class III	158	16	174	16	—	16	2	4	6	176	20	196
5.	Class IV	139	9	148	19	1	20	3	1	4	161	11	172
	Grand Total	343	34	377	38	1	39	7	5	12	388	40	428

For APPENDIX IV

Refer APPENDIX II.

APPENDIX—V.

Organisational set up of the National Archives of India, New Delhi.

———

Director of Archives,
Deputy Director of Archives.

Main Divisions and Branches with their duties and staff.

1. Records & Research Division -
Assistant Director of Archives (Record).

(i) R-1 Branch

Duties :-

Accession of records, their maintenance, checking and arrangement, preparation of inventories, supply of records to official agencies and private scholars and institutions, organisation of Historical Exhibitions, advisory work relating to archival problems and acquisition of historical manuscripts.

Staff :-

Archivist	1
Asst. Archivist Gr.I	4
Asst. Archivist Gr.II	9
Clerk-cum-Typist	1
Special Grade Rec. Attendants	7
Record Attendant Gr. I	18
Record Attendant Gr. II.	13
Peons	27
Total	80

(ii) R-2 Branch.

Duties :-

Attending to needs of research scholars including supervision of the Research Room, Research and reference work including supply of information to government agencies and members of the public and acquisition and listing of micro-films of records and historical manuscripts of Indian interest available abroad.

Staff :-

Archivist	1
Assistant Archivist Gr.I	1
Assistant Archivist Gr.II	6
Clerk-cum-Typist	1
Peons	4
Total	13

(iii) R-3 Branch.

Duties :-

Arrangement of records including investigation into the history of record creating agencies and archives series and the preparation of their descriptive accounts, guides and lists.

Staff :-

Archivist	1
Assistant Archivists Gr.I	3
Assistant Archivists Gr.II	3
Clerk-cum-Typist	1
Record Attendant Gr.I	2
Peons	3
Total	13

(iv) R-4 Branch

Duties :-

Administration of the cartographic records collection including acquisition, listing, arrangement and supply of information.

Staff :-

Archivist	1
Assistant Archivist Gr.II	1
Special Grade Rec. Attendant	1
Peon	1
Total.	4

(v) R-5 Branch

Duties :-

Co-ordination work relating to training in Archives keeping and Research Fellowship Scheme.

Staff :-

Archivist	1
Assistant Archivist	1
Peon	1
Total	3

II. Publication (General Records) Division - Assistant Director of Archives (Pub.)

(i) Pub. - 1 Branch.

Duties :-

Implementing the Publication Programme of the National Archives of India and publication of the **Indian Archives**.

Staff :-

Archivists	3
Assistant Archivists Gr. I	2
Assistant Archivists Gr. II	3
Proof Reader	1
Peon	1
Total	10

(ii) Pub.–3 Branch.

Duties :–

Indexing of records and their publication.

Staff :-

Archivist	1
Assistant Archivists Gr. I	4
Assistant Archivists Gr. II	2
Peon	1
Total	8

III. Publication of oriental Records Division – Assistant Director of Archives (O.R)

O.R. Branch.

Duties :–

Publication of Calendars and lists of Persian documents, acquisition and listing of manuscripts in Persian.

Staff :–

Archivists	4
Assistant Archivists Gr. I	3
Assistant Archivists Gr. II	3
Upper Division Clerk	1
Lower Division Clerk	1
Peon	1
Total	13

IV. Publication of Educational Records Division : Assistant Director of Archives (E.R.) E.R. Branch

Duties :–

Publication of Educational Records

Staff :–

Archivist	1
Assistant Archivist Gr. I	1
Stenographer	1
Lower Division Clerk	1
Total	4

V. Preservation & Photo–duplication Division- Assistant Director of Archives (P).

(i) P–1 Branch

Duties :–

Mechanical Repair, Lamination, Fumigation etc.

Staff :–

Archival Chemist	1
Assistant Chemist Gr. I	1
Assistant Chemist Gr, II	1
Preservation Assistants.	21
Menders Gr. I	2
Record Assistant Gr. II	1
Peons	5
Total	32

(ii) P-2 Branch.

Duties :-

Photo-duplication work and maintenance of micro-films.

Staff :-

Micro-photographist	1
Assistant Micro-photo-graphist Gr.I	1
Assistant Micro-photographist Gr. II	5
Photo Assistants	8
Laboratory Attendants	2
Peon	1
Total	18

(iii) P-3 Branch.

Duties :-

Binding and manual repair.

Staff :-

Technical Officer	1
Assistant Chemist Gr. I	1
Foreman (Bindery)	1
Preservation Assistants	3
Binders	17
Menders Gr. I	3
Laboratory Attendant	1
Menders Gr. II	16
Peon	1
Total	44

(iv). R.L. Branch (Research Laboratory)

Duties :-

Testing of paper, ink, repair materials etc., and supply of technical information.

Staff :-

Scientific officer	1
Assistant Chemist Gr. II	1
Laboratory Assistants	2
Peon	1
Total	5

(v) W.S. Branch (work shop).

Duties :-

Maintenance and repair of machines and equipments.

Staff :-

Assistant Engineer	1
Foreman (Mech.)	1
Assistant Chemist Gr.II	1
Photographer (Mech.)	1
Boiler Operator	1
Mechanics	2
Electrician with "B" Licence	2
Carpenter	1
Boiler Attendant	1
Laboratory Attendant	1
Helpers	3
Total	15

VI. Administration Division–

Administrative Officer.

A–1 Branch.

Duties :–

General Administration and Establishment, Appointments and Promotions, etc.

Staff :–

Superintendent	1
Assistants	2
Upper Division Clerks	1
Lower Division Clerk	5
Peon	1
Total.	10

(ii) A-2 Branch.

Duties :–

Accommodation, Office and residential, all matters regarding supply and service, C. H. S. Scheme, Despatch and Book distribution work and Stores, etc.

Staff :–

(Main Branch)

Superintendent	1
Assistants	2
Upper Division Clerk	1
Lower Division Clerks	4
Record Attendent Gr. I	1
Peons	3

Store Section

Upper Division Clerk	1
Record Attendant Gr. I	1
Peon	1

Despatch Section

Upper Division Clerk	1
Lower Division Clerk	1
Record Attendant Gr. II	2
Peons	3

Caretaking Staff.

Upper Division Clerk	1
Guards Gr. I	2
Guards Gr. II	6
Farashers	6
Sweepers	6
Total.	43

(iii) A-3 Branch.

Duties :-

Budget, Accounts, Pension, Retirement, G. P. Fund, Insurance, Correspondence with Regional Offices, Development Plan, etc.

Staff :-

Main Branch.

Superintendent	1
Assistants	2
Upper Division Clerk	1
Lower Division Clerks	2
Peon	1

Cash Unit.

Assistant-cum-Cashier	1
Upper Division Clerk	1
Lower Division Clerks	2
Record Attendant Gr. II	1
Peon	1
Total.	13

(iv) A-5 Branch.

Duties :-

Typing and comparing work of the Department.

Staff :-

Upper Division Clerk	1
Lower Division Clerks	8
Gestener Operator	1
Peon	1
Total.	11

(v) A-8 Branch

Duties :-

Translation of Annual Reports and Montly Activities of the National Archives of India, Letters Circulars, etc.

Staff :-

Hindi Assistants.	2
Hindi Typist	1
Total.	3

(vi) Staff attached to Officers :-

Stenographers	4
Record Attendant Gr.II.	1
Peons attached to Officers & Reception Officer.	7
Total.	12

VII. Commission Branch.

Duties :-

All matters relating to Indian Historical Records Commission, Research and Publication Committee and Preparation of National Register.

Staff :-

Assistant Archivist Gr.I	2
Assistant Archivist Gr.II	2
Peon	1
Total.	5

VIII. Library Branch.

Librarian.

Duties :-

Acquisition and supply of books and journals.

Staff :-

Librarian	1
Assistant Librarians	6
Upper Division Clerks	2
Lower Division Clerks	3
Special Gr. Rec. Attendants	2
Record Attendant Gr. I	2
Peons.	7
Total.	23

For APPENDIX VI

Refer APPENDIX V

APPENDIX-III.

ASSISTANT DIRECTOR.

(Preservation)—M. A., (History).

P—1.	P—2.	P—3.	P—4.	P—5.
Preservation. Archivist M. A., with training in Archives Keeping.	Micro-filming. (Technical Officer) to micro-film Old Records, to avoid frequent handling M.Sc., in Photography with practical experience. a. Micro-film b. Microfiche c. Xerox.	Research Laboratory M. Sc., Research Officer.	Reception and Restoration Services.	Liasion with Indian and Foreign Archives.

(1) Repair and
(2) Mending
(3) Flattening
(4) Binding
(5) Hand Lamination.
(6) Machine Lamination.

(On pattern of the INS Doc. to work and an Economic Unit).

(1) Archivist
(1) Photographer
(1) M.Sc., (Research Officer)
(1) Technician
50 Menders
2 Clerks
1 Typist
3 Peons.

(1) Hand Dusting
(2) Vacuum Cleaning
(3) Periodical Washing & Cleaning

Air Gun

Vacuum Fumigation.

(1) Fire Fighting Equipments
(2) Hose System
(3) Fire Alarm
(4) Purchase of Repair materials.

(1) Control of Firemen and their training.
(2) Liasion with Fire Service of the Government.

Control Room.

Foreman.

APPENDIX-VII *(cont.)*

ASSISTANT DIRECTOR.

(Administration)

- Administration A. 1. Superintendent.
  - Staff
    - (1) Establishment Appointments, Leave. disciplinary action.
      (2) Division and
      (3) Re-organisation
      (4) Finance, Pay Bill, T.A. Bill, Cash, Budget Superintendent assisted by 3 G. As.
    - Co-ordination of Personnel with the Director and the. Assst. Director of Preservation (A.D.A.)
  - Building and Stationery. O.A. (1) U.D.C. (1) Attender (1) Florescent Tubes and fans Electrician.
- Rationalisation A. 2 Standardisation & Efficiency.

Internal Telephone & Office Records.

Fair Copy O.A.

Typists & Duplicator.

(1) Acquisition of fresh space
(2) New Buildings
(3) Separating the stack from working space.
(Asst. Archivist Gr.)

5. O-As.
3. U.D. Clerks
6. L.D. Clerks
3. Typists.
5. Attenders
5. Plus 4 Peons and Messengers
Durwan
Asst. Durwan
Gardener.

Purchase of
(1) Stationery
(2) Printing
(3) Acquiring furnitures
(4) Machinery and G. Repair machines.

Sweepers 4
Sanitory Worker
Mechanic.

APPENDIX-VII. (*contd.*)

ASSISTANT DIRECTOR.

(Publication).

Pub. 1.	Pub. 2.	Pub. 3.	Pub. 4.	Pub. 5.	Pub 6.
(Publication. Officer) Assistant Archivist.	Calendaring of Modi Records.	Persian Records	Assistant Publication Officer.	(a) Editing of Historical Documents.	Education.
Descriptive Listing, Indexes, Extracts, etc.	Assistant Archivist M.A., (History) with knowledge of Modi.	Assistant Archivist, M.A., (History) (Persian)	Handbooks, Compendium, Guides.	(b) Publication of Selected Records on Education, Agriculture, Industry and General Developments	
M.A., (History) (Experience of Publication).	1. Clerk. 1. Typist.	Calendaring, Listing and **in extenso**	1. Clerk. 2. Typist.		
		Publication of the records in Oriental Languages. Prepa-			

1. Publication Officer—M.A.	ration of a Descriptive List of Seals.	Assistant Archivist M.A., in History
	1. Archivist.	3. Assts. S.S.L.C. U.D. Clerk
		2 Typists
2.		5 Asst. Archivists
		3 U.D. Clerks
		4 Typists
		1 Librarian
		4 Asst. Librarians
		5 Attenders.

DIRE
Assisted
ASSISTANT
REC

R-1

Archivist Gr. I in charge. Records & Research. 9. Asst. Archivists M.A., Reception, Housing, Maintenance of Records, Listing (Archivist) M.A. (His.)

Archivist Weeding District Records & Records of Govt's. accruing One O.A. & 2. Asst. Archivists (M.A.) 1 Clerk 5 Attenders.

Asst. Archivist (M,A.) for preparing a Descriptive List of Survey Maps, Field Books and Traverse Records.

R-2

Reference References from Govt. References from Public Legislative Assembly & Council Questions & Answers. Archivist (in charge) M A.,

R-3

Research Hall (1) Facilities for Research Scholars (2) Facilities for Study & observation for Govt. officers & Professors Archivist

R-4

Research Fellowship Five Fellowships every year to work on the History, Culture, Art & Development of Society of Tamilnad. (For a connected History of Tamil agam) Guided by the Director 5 Full-time 250-5 Part-time 150 Total 14 Archivists 5 Attenders.

R-5

Policy Making & General Strategy. Regional. Ropository.

R-6

(The Nucleus of a Public Record Office)
a) Private papers
b) Acquisition of Rare Books & Manuscripts from India, Ceylon, Malaya, Java, Sind, Africa.
c) Acquisition of National & International Magazines Current.
d) Back Numbers of Indian News papers (Archivist in charge)
e) Sound Recordings & Film recordings.
f) Microfilm copies of Manuscripts from all over India & abroad (British Museum), Archivist (M.A., M. Litt).

CTOR
by
DIRECTOR
ORDS

R-7	R-8	R-9	R-10	R-11	
Indian Historical Records, Commission.	National Committee of Archivists.	3 months Training Course on Archives. Archivist in-charge.	Advice to Govt. on paper, Ink, preparation of a Standard List of files, appraisals on Administrative Guidance on Legislation, Centralisation of Records etc. (Director of Archives) Liasion with the Universities for the Publication Programme. Tech. Advice & Tech. Aid in regard to preservation to learned institutions & private and public.	Supervision Records in the Districts & the Manuscripts in Govt. Aided Libraries & Institutions.	Library & Reading Hall. 250–500 4 Asst. Lib. 150-300 — Librarian.

1. Acquisition
2. Classification & Cataloguing
3. Circulation
4. Reference Service
5. Documentation
   a) Bibliography
   b) Printed Catalogue.
6. Exchange.
7. Exhibition & Liasion between books and readers.
8. General Administration & Supervision Up-Keep, maintenance & correspondence etc.

APPENDIX—VIII.

BOMBAY STATE ARCHIVES

8 Stack Rooms.

Director of Archives and Archaeology (E. P. A. Ph. D)

(Rs. 1000—50—1500 Plus (Special Pay Rs. 250/--)

Assistant Director (M. A. -History)
(Class II(Gazetted)

Rs. 270 -715)

(Cataloguing and hand listing of Records)

Research Branch

Research Assistants (3)
Rs. 165—15—350)
Junior Assistant (1)
Rs. 165—300)

Modi Assistants (2)
(Rs. 165—300)

Devanagari Typist (1)
Rs.120—270 Plus Rs. 15)

Clerk Typist (1)
(Rs. 120--270 Plus Rs. 15).

Superintendent (M.A. His-)
(Non-Gazetted)
(Rs. 370-20-490)

Asst. Superintendent
(Matric)
(Rs. 165-300)

Lower Division Clerk (5)
Rs. 120-270 (5)- One Cashier
Plus Rs. 15

(11) Senior Binder
Class III
(Rs. 120—165)

(1) Binder
(Rs. 111—148)

(1) Asst. Binder
Rs. 95—120)

Clerk Typist (1)	(1) Binder Boy
Rs. 120-270 PlusRs (15)	Rs. 85—105)
	Mender (Class IV)
(Typists 2)	(Rs. 72-82)
(Rs. 120-270 plus Rs. 15)	
	(1) Asst. Mender.
	Rs 72–82).

CLASS IV Establishment.

Filers (4)
(Rs. 77–107)

Naik (1)
(Rs. 77-92

(Peons 5)
(Rs.72-82)

Hamal (6)
(Rs. 70-82)

*Uniforms are Provided for peons white and for Hamals Class IV Khaki Uniform are provided by the Government. Indent by the Department of Archives-2 pairs per year.

For inspection of District Records, Manuscripts in Government Aided Libraries, Government Vehicles are provided by G. T. S. (Govt. Transport Service).

B. Director :-Member State Archaeology Board, Convener of Antiquities Committee, Trustee of the Prince of Wales Museum, Member of the Advisory Committee of the Poona Record Office, Member of the Library Committee of the Secretariat Records.

APPENDIX-VIII (Contd.)

DIRECTOR.

Record Office at Kolhapur

One Superintendent
(Rs. 250-350)

One Senior Clerk
(Rs. 137-185)

Three Clerks
(Rs. 100-170)

One Binder-cum-Mender
(Rs. 85-165)

Four peons
(Rs. 65-125)

Citywala Record Room (For Current Records

One Record Keepar (Class III)
(Rs. 200-450)

Two Clerks
(Rs. 120-270)

Daptharies (3) (Class IV)
(Rs. 77–107)

Hamala (6)
(Rs. 72-82)

WEEDING:-

(a) Records after 10 years retired to the Current Record Office-Permanent A. Class.

(b) Weeding done by the Creator (B. Class 33 years- Departmental review C for five years-reviewed-D. 1 year (destroyed).

(c) The files for weeding referred to the Archives before destruction.

VOLUMES OF RECORDS:-

½ Lakhs, volumes, files and diaries (including Printed Publications.

FUNCTIONS OF THE DIRECTOR :-

(1) Records, preservation and Publication of Historical Records of Govt.

(2) Inspection, Acquisition of Historical Records in private custoday (persian Records Satava)

(3) Inspection of Museums and Survey of Historical Monuments in the State

(4) Issue of certified copies to the public.

(5) A Member of the A. C. Poona Advisory Committee (Settlement Records)

(6) Represent Government in Indian Historical Records Commission and National Committee of Archivists.

(7) Secretary of the Maharashtra State Board of Archives and Archaeology (President, Sec. Ed.).

(8) Superintendence of Subordinate Offices of Poona, Auranga bad, Nagpur.

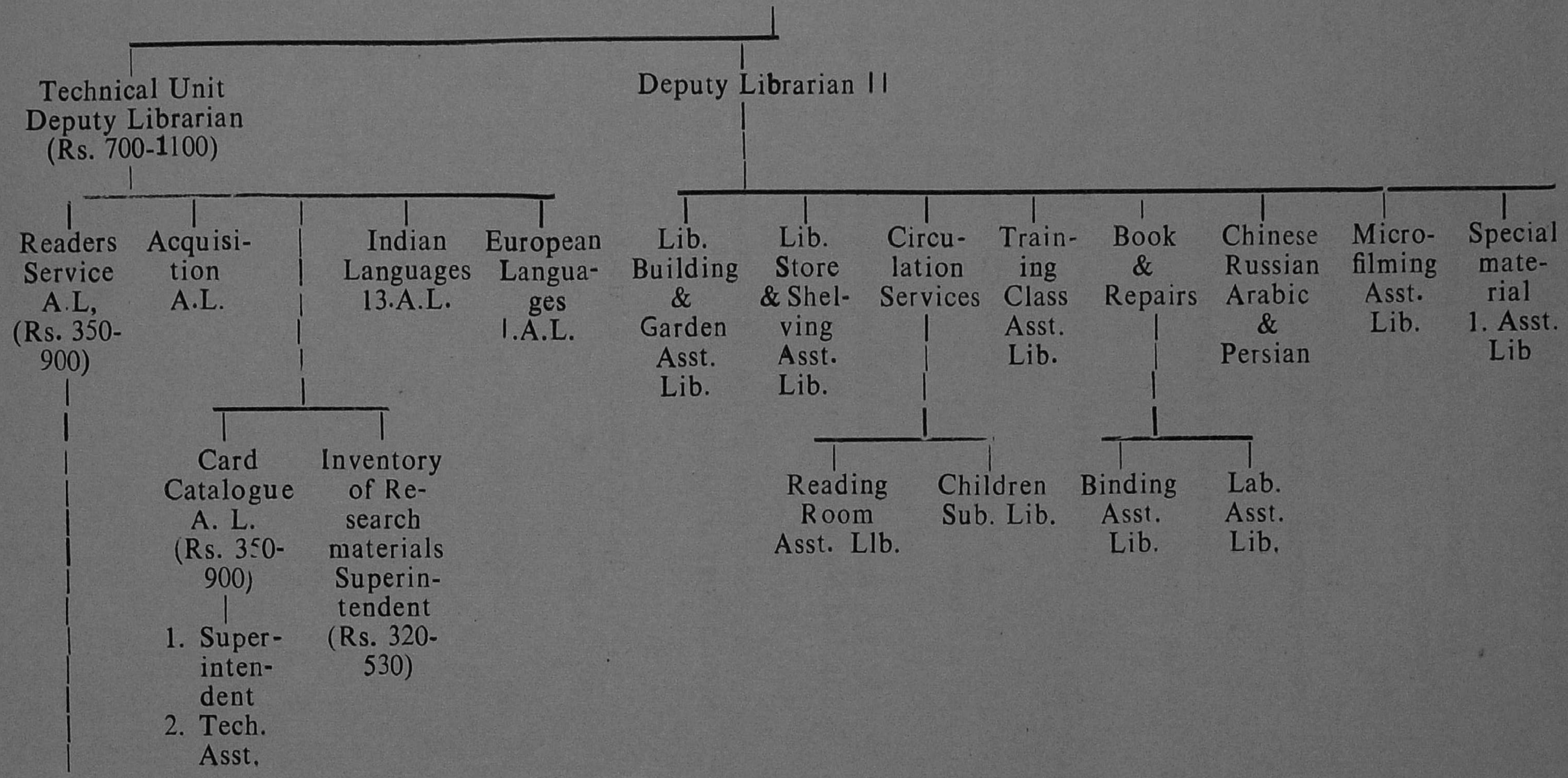
Total Personnel :—**213**

Books — 13 lakhs
Periodicals — 120 lakhs
Total Personnel — 197

APPENDIX—IX

National Library, Calcutta

LIBRARIAN
(Rs. 1800—2000)



Biblio-graphy A.L.	Publica-tion A.L.	Exhi-bition	Refer-ence A.L.

M.A. Lib. Librarian	1800-2000	1
M.A. Asst. Librarian	350-900	13
B.A. Superintendent	320-530	2
B.A. Technical Assts.	210-425	36
(Lib.) B.A. Senior Asst.	Rs. 210-425	—
B.A. Senior Tech. Asst.	160-300	54
School Final Assts.	130-300	7
Display Asst.	130-300	
Steno	210-425	1
Steno-Typist	130-300	1
Clerk Typists	110-180	38
Junior Ref. Asst.	95-155	25

Sorters	80-110	16 plus 25
Daptharies	75-95	5 plus
Labourers	75-95	5 plus 3
Peon |		13 plus 34
Dusting | luscars	70-85	
1 Chundry	1-85-110	
Malsi	12-70-85	
Labourers	4-70-[illegible]5	

Asst. Lib.	9	
Garden Sup.	1	
M.Sc. Chemist	1	Rs. 400-800
Tech.	9	
Experience in Foreman	1	Rs. 200-425
Junior Tech. Asst.	14	
U.D. Clerk	1	Rs. 160-300
Lab. Asst.	1	Rs. 110-180
Report Writer	1	Rs. 110-180
Clerk L,D.C.	12	Rs. 110-180
J.R. Asst.	28	Rs. 90-155
Gold Finisher	4	Rs. 125-143
B. Mender	30	Rs. 110-180

APPENDIX-II.

A.O.1 (Rs. 520-830)

Administration
94 Personnels.

Office		Accounts	
Office Superintendent (Rs. 350-475)	1	Account Superintendent (Rs. 450-575)	1
Senior Assistants (Rs. 220-425)	6	Assistant Accounts (Rs. 150-320)	1
Care Taker (Rs. 180-350)	1	Accounts (Rs. 130-300)	1
Store Keeper (Rs. 130-300)		Cashier (Rs. 110-180 + Rs. 20 Spl. Pay)	
Asst. U.D. Clerk (Rs. 130-300)	15		
L.D.C. (Typist) (Rs. 110-180)	54		
Telephone Operator (Rs. 110-180)	2		
Driver (Rs. 110-139)	1		
Gestner Operator (Rs. 80-110)	1		
Daptharies (Rs. 75-95)	8		

APPENDIX-X.

CALCUTTA.

7 Line Steel Arches with shelves and provision for Balcony -2 tier – 4 storied building.

Total No. Staff		115
Stacks	—	4
Volumes	—	27,000
Bundles	—	26,000

(1) DIRECTOR (M.A) (Vacant)
(Rs. 500–50–1500)

|

(1) Asst. Director – Gr. M.A.
(Rs. 325–30–475–35–1000)

1758–1900

(1) Keeper of Records (B.A) Historical
(Rs. 400–25–450–30–600)

|

(8) Asst. Archivists
(Rs. 250–15–550)
M.A.
By (a) Direct Recruitment
(b) Promotees B.A. with Archival Diploma of the N.A.I.

|

(1) Senior Head Assts. (Kept in abeyance)
(Rs. 300–20–400–25–450)

|

(4) Senior Assts.
(Rs. 200–10–300)
(B A. and Under-Graduates)

|

(7) Lower Division Clerks
(Rs. 150–5–250)
(S.S.L.C.—Preferably Graduates).

1801 upto date 1965

Current.
(1) Keeper of Records Current.

|

(2) Asst. Archivists Weeding and Reference (Confdl.) Destruction Schedule.

|

(1) Junior Asst. (B.A.) (Rs. 250–15–400) Revision of the current catalogues.

|

(3) Senior Assts.
a. Accession
b. Consolidating the Index.
c. Correspondence.
d. Reference also.

|

(10) L. D. Assts.
Ordinary Reference
Requisition
Restoration
Reminders
Index.

Board of Revenue Records of the 1900 still pending.
Press Listing Cataloguing Indexing Descriptive Listing.
(1) Thymol and
(1) Paradichloro Benzene heating by nib
(4) Vacuum Cleaners Dusters and Brush (Liners)
Napthelene Bricks
Wooden Shelves painted with Creosote oil for whiteants.
Cement Saucers at the foot of the rack full with phenyle and kerosene mixture,

Typists - Gr. I
(Rs, 200–10–300)
(S.S.L.C. — Certificate
Typewriting)

(3) Typist - Gr. II
(Rs. 125–3–140–4–200)

(3) Mohras Senior
Menders Gr. I
(Rs. 140–4–200)

(4) Senior Menders
Gr. II
(Rs. 100–3–136–4–140)

(10) Menders
(Rs. 80–1–85–2–105)

(1) Dapthry
(Rs. 65–1–85)

(6) Peons.
(Rs. 60–½–65–1–75)

(1) Typists

(4) Asst. Typists

(1) Senior Mender

(3) Senior Menders

Records are first retired to the Current Section and records after according to space send to the historical section.

(5) Menders,
Record Supplier.
Tissue paper
Glassine paper

Bond paper for backing and guarding
Thin Flour Paste
Copper Sulphate
Oil of Gloves
Bairam Carbonate

For Binding Copper Sulphate plus Thick paste,

Glue also for binding books and volumes, Art Canvas, Paste Board for backing glue.

(4) Dusting
(Rs. 60-½-65-1-75)

(2) Durwan

(1) Night Guard
(Rs 60-75)

(2) Sweepers.

(1) Dapthry

(5) Peons.

(4) Dusting.

TEMPORARY.

(3) Binder (above Senior Mender)
(Rs. 125-3-140-4-200)
(2) Menders
(Rs. 80–105)
(1) Orderly
(Rs. 60-75)
(6) Duster
(Rs. 60–75)

APPENDIX–X (Contd).

NATURE OF RECORDS :-

(1) Records of Imperial concern are with the National Archives, other than Revenue and Judicial.

(2) After 1900 some records of the alternate year were transferred to **East Pakistan.**

(3) Records after 3 years is retired. But confidential records are with the Departments concerned. Weeding is cone by the Archives as indicated by the Creating Department as stamped in the file as 10 years, 12 years or 20 years and Permanent are received by the Archives and Weeded out controversial files are referred to the departments for final decision.

Records upto 1927 are thrown open for research.

(4) Rules for weeding A files retains B. 12 years and 20 years and Permanent only permanent and important are printed.

APPENDIX–XI.

HYDERABAD.

DIRECTOR

(Rs. 800-1800).

I

I	I	I	I
Establishment Asst. Director (Accounts, Stores, Preservation, Liasoin, Building, Expansion, of staff question.) 2. Superintendents. I 5 U. D. Clerks I 5 L. D. Clerks I 3 Typists U. D.& L. D. Typist.	Asst. Director (Research, A. Div. Research Fellow-ships Monographs, Documentation, Cataloguing, Library, Museum, and Information and research. I 3 Archivists (Rs. 230-475) 1 Librarian (Rs. 180-400) Asst. Librarian Rs. 100-180)	Asst. Director (Planning and Committees and Repositories, Reference. I 3 Archivists (Rs. 200-475) I 1. Superintendent (Rs. 180-400) I 4 Asst. Archivists (Rs. 150-250) I 5 L.D. Clerks (Rs. 100-180)	Asst. Director (M. A.) (Rs. 325-700) Interim Repository (Rs. 325-700) I Archivist M. A. 1 (Rs. 230-450) I Supervising Referencers and Archival Assistants 3 I Asst. A.M.A. 2 Technical Rs. 150-250 I

I
Mending
1 Foreman
(Rs. 125–200)
I
1. Asst.Foreman
(Rs. 100-180)
I

1. Chargeman
(Carton Box)
(Rs. 100-180)
I
15 Menders & Binders
(Rs. 70-100)

I
3 Asst. Archivists
1 Photographers
(L. D. C. Pay)
I
4 L. D. C.
I
5 Attenders.

I
5 Attenders
(Rs. 50-70)

U.D.C. 4
(Rs. 100-150)
I
L.D.C. 6
(Rs. 80-120)
I
Attenders 7
Rs. 60-85

3 Stacks in the ground floor
(1) Telengana Records-Ex-Hyderabad Records.
(2) Govt. of Andhra Pradesh Records.
5 Lakhs of files.

Total : 160
Stack Rooms-3
Estt. Merged with the Nizams Record Office from 1957.
1957 -1962 V. K. Bawa 1965-1968-Bawa.

Innovations :-

		1966-67	1967-68.
(1) Research Fellowship-Full time	300	6	6
Part-time	150	7	6

(2) Documentation Centre -Period-2 Years.
(3) Museum-For Private papers, rate books, palm leaf manuscripts.
(4) Carton Boxes Unit - Boxes under preparation.
(5) No Lamination-Tissue and Chiffon repair.
(6) Lecture Programmes for the staff and research scholars.
(7) Micro-film Unit.
(8) Collection of Photographic album.

INDEX

A	Pages
Appointment (as curator)	1
Archives :	
What are Archives	8
Definition of Archives	8-9. 15.
Archival Institutions	9
Archival Collection	9
Archival Institution, (origin and need for the growth)	10
Act of January 19-1934	12
Archival quality	14
Archival Repositories	15
Arrangement of Archives	16
Archival Administration	24
Archival Profession	25, 27
Archival holdings	26
Archival Bill of rights	10

B

C

Classification (Archival or Non-Archival)	6
Centralisation of Records	12
Central Archival Institution	12
Creation of Records	13
Catalogue	19
Compendium	20-21
Collecting Agencies	23
Concept of record group classics	28-29

D

Designation	1
Development Programme	5
Decree of September 12, 1790	10
Document	15
Description (Contents chronologically)	18

Pages.

Descriptivc catalogue 19
Document series (Summary of the History of a Department) 20
Documents (Permanent retention) 22
Difference (Archives and Library) 23
Distinction 23
Documentary Indexing 26

E

Establishing rights 11
Enumeration of Archival records 13
Enlighten 72
Evolution (Genuine Archival Profession) 27

F

File List 16
Functioning of an Archivist 25

G

Glimpse of Manuscript 3
General Guide 19

H

Hand Book 20

I

Intensive training 2
Impression (about Libraries) 6
Introductory remarks 6
Improvement (Government Machinery) 13
Index 17
Indication (Physical existence) 16
Integral relationship 23
Initiating (Legislation in regard to State Archives) 28
Installation (Hydraulic Press) 29

Pages.

J

K

L

Land mark 29

M

Methods (adopted) 2
Manual (Archives administration) 27
Micro-Photographic Unit 29

N

Nomenclature 1
National Assembly of France 10

O

Observation 1

P

Programme 2
Problems (Preservation) 4
Public Record Office 11
Public Record Act 1838 12
Public Archival Commission 12
Public ownership 26

Q

Qualities of Archival Collection 15

R

Result of the Revolution 11
Recognition (importance of History) 21
Receiving agencies 23
Rights and Privileges (Status of Archivist) 24

S — Pages.

Status of Directors 5
Special Index 18-19
Selection (for destruction) 22
Significance 23

T

Transfer List 17

U

V

Value of records 21-22

W

X

Y

Z

National Archives of India

A — Pages

Arrangement (of records chronlogically) 30
Arrangement (in shelves) 37
Arrangement (Records received for accumulation) 51
Accession (Method of attending to requisitions) 44
Admission of Researchers 38
Atlas 41
Access of records (Historical Research Students) 44
Administration 72
Adhoc Committees 77

B

Binding Process 60-63

Branches : Pages.

R. 1. Accession arrangement, listing and compilation of material for Hand Book 43

R. 2. Research section – Supervision – Search cases reference work. Training in Archives keeping. Acquisition and listing of Micro-film records. 43-46

R. 3. Appraisal and weeding 46

R. 4. Private Papers (Collection of information, Acquisition and arrangement) 47
Acquisition of Micro-film copies of private papers abroad).

R. 5. Preparation of Hand Book on Indian Archival Repositories. 47

C

Classification (of papers) 32
Classification and cataloguing 78
Co-ordination (Training in Archives keeping) 47
Cleaning (Records rooms) 50
Chiffon 57
Constitution (Indian Historical Records Commission) 76

D

Description (National Archives of India) 30
Description (Records and space) 31
Description (Preservation) 48-49
Designation of Archivists 48
Description (Fire Fighting System) 58
Divisions and its functions 73-75

E

Ethoxide 53
Educational Records 67

F

Folios 40
Field Book (Survey of India) 41
Fumigation Chamber 48

Pages.

Fumigation (Methods) 52
Function (National council of Archivists) 75
Function (Library) 78
Flattenning (Folded Documents) 53-54

G

Gaining (Universal Currency) 34
General (Records Division) 67
Grants (to State Governments) 77

H

Historical Materials 33
Hydraulic Press 48

I

Imperial Record Department 30
Indication (to growth and reorganisation) 34
Initial (Fumigation of records) 37
Inextenso 66
Indian Historical Records Commission 66
Impetus 72

J

K

L

Lamination 48
Lamination (Machine) 55–56
Lamination (Hand) 56

M

Magnificient 32
Methods (observed for preventing contamination and infestation 37
Methods (attending to requisitions) 38
M. I. R. O. 40

	Pages.
Micro Film (Copies of private papers from abroad)	47
Micro filming and its uses	58-60

N

National Register of Records	76

O

Organisation and administration	82

P

Preparation (Publication of Press lists)	30
Periodical verification	38
Preservation (Maps)	38-39
Printed series (Problems)	49
Permission to consult records by Researchers	44-45
Process (involved in Micro filming)	60
Publication programme	60
Prefatory Note	66
Publications (Divisions its functions)	73-75

Q

R

Repository	30
Records: (arrangement chronologically)	30
(Description and space)	31
(Goa and Pondicherry)	32
Regional Office Bhopal	31
Regulation of series of Acts	34
Records of National Archives	35-36
Reinforced	57
Research Laboratory	63
Repair	55
Reference Service	79

S — Pages

Stack No. 2 36
Stack No. 3 37
Stacks (Arrangement of Records) 37
Shelves (Arrangement of Records) 37
Sterilization (inside the stacks) 52
Sizing 57
Sigillography 71

T

Tropical Grouping 52
Testimony (commercial origin of the British East India)

U

V

Vault Fumigation 52

W

X

Y

Z

NOMINAL INDEX

			Pages
Akbarnama	...	...	70
Badruddin Thyagi	...	...	47
Banerji, S. N.	...	...	47
Canning	...	...	32
Charles, Hilary Jenkins	...	...	27-28
Dada Bai Nauroji	...	..	47
Dutt, R. C.	...	...	47
Feroza Mehta	...	...	47
Fieth	...	...	9
Forrest	...	...	30
Foster	..	...	33
Fowler	...	...	26-27
Fruin	...	....	9
Gokhale	...	...	47
Hume Dinsha Wacha, A. O.	...	...	47
Inayatt Jang	...	...	71
Dr. Jayagar	...	...	47
Kaparde Amaravathy, G. S.	...	...	47
Krishnaswamy Ayyar, V.	...	...	47
Lalalajpat Rai	...	...	47
Muller	...	...	9
Purushottamdas Tandon	...	...	47
Ranade, M. G.	...	...	47
Sarojini Naidu	...	...	47
Schellenberg, T. R.	...	...	29
Sinha, S. P.	...	...	47
Siraj-ud-Daula	...	...	33
Sivaswamy Ayyar	...	...	47
Solon Justus Buck	...	...	28
Sreenivasa Sastri V. S.	...	..	47
Surendranath Sen	...	...	29
Subhaschandra Bose	...	...	47
Sir Wedderburn, W.	...	....	47

ERRATA

Page	Error	Correction
1	2	3
7	6–61968	6–6–1968
17	With	which
18	discribed	described
19	thc	the
23	somc	some
29	Surendranathsen	Surendranath Sen
35	Procecdings	Proceedings
38	The	the
50	agasnst	against
55	dnring	during
64	violnt	violent
71	Predared	prepared
106	Stationary	Stationery
18	Cotain	contain
24	Tamilnad	Tamilnadu
29	Conslidated	consolidated
31	40 Mils	40 miles
31	Shelvlng	Shelving
50	Anuual	Annual
51	Aviods	Avoids
63	Servlsablity	Servisability
81	respetive	respective
85	Seetion	Section

PAGE	ERRATA	CORRECTED
126	E. A. Back	E. A. Buck
129	M. M. Mehtra	M. M. Mehta
129	B. M. Scriener	B. M. Scribner
129	Baliga B. S. (MRO) American Archivist Vol. III 1945 Madras in the struggle of Independence, 1957.	National Archives America B. S. Baliga (MRO) American Archivist Vol. III 1965 Madras in the struggle of Independence 1957
131	Henry Davson Love	Henry Danson Lore
134	R. N. Mathur	H. N. Mathur
145	General Central Services class II (Gazetted Ministerial)	General Central Services class II Gazetted (Non-Ministerial)
147	Total class II (Nod-Gazetted)	Total class II (Non-Gazetted)
148	Item (2) 9–15	15–9
158	Upper Division Clerks	Upper Division Clerk
	Lower Division clerk	Lower Division clerks
160	Montly	Monthly
164	Item (4) GAs	O.As.
170	E. P A. PhD.	M. A. Ph. D.
172	Record Keepar	Record Keeper
172	Hamala	Hamals
172	½ Lakhs	4½ Lakhs
175	B Mender 110–180	B Mende r110-130
176	Appendlx-II	Appendix IX
177	1801 to 1965	1901 to 1965
179	cone	done